

Business Update Application Instructions

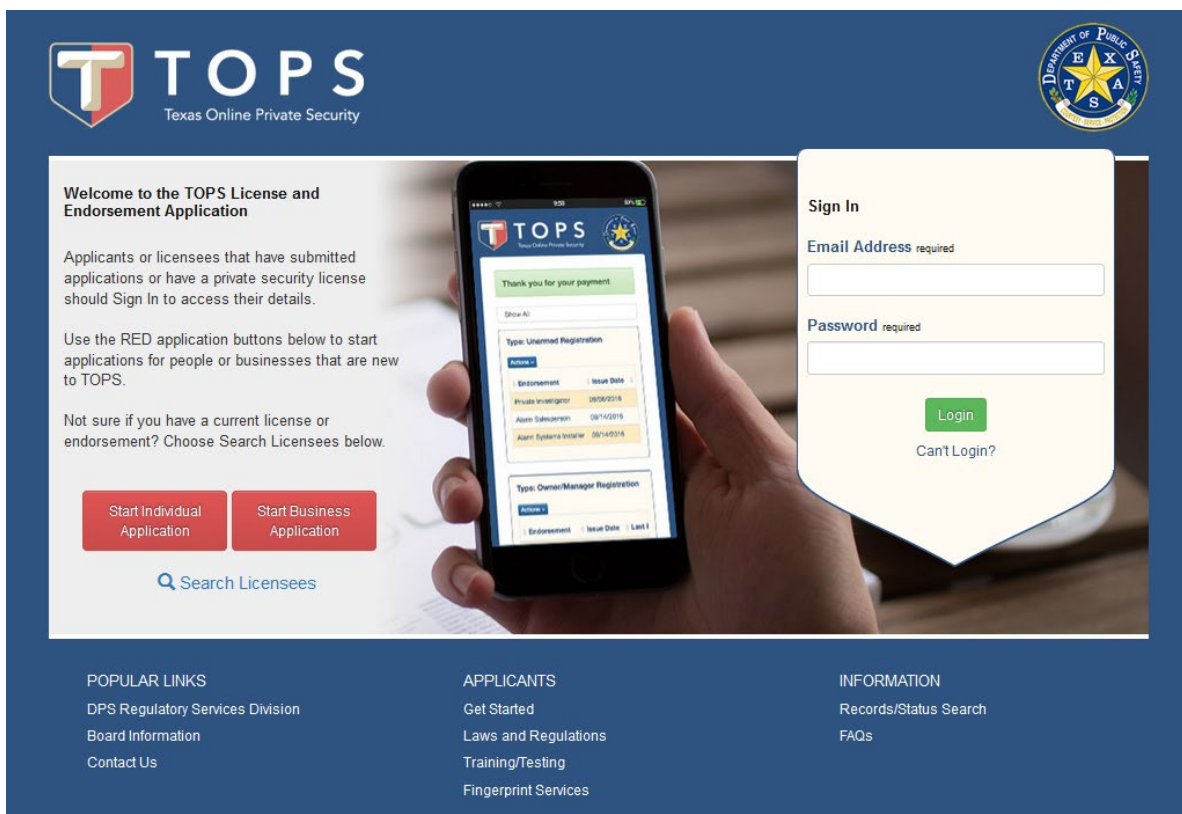
When is a business update application required?

- Changing the name of the business
- Changing contact information
- Changing the structure of the business (e.g. Sole Proprietorship to Corporation)
- Changing owners/partners/designated officers/shareholders/company representatives
- Upgrading or downgrading a business license (e.g. Class A to Class C, or Class C to Class B)
- Adding a service which does not require an upgrade (e.g. Adding Armored Car Services to a Class B guard company license)
- Replacing the company representative/designated officer

Sign into TOPS

<https://tops.portal.texas.gov/psp-self-service/login/auth>

Enter your Email address and Password. Once signed in, you will be taken to a page displaying your information called “My Profile”. If you do not know your Password, click on Can’t Login and follow the prompts.



TOPS
Texas Online Private Security

Department of Public Safety
TEXAS

Welcome to the TOPS License and Endorsement Application

Applicants or licensees that have submitted applications or have a private security license should Sign In to access their details.

Use the RED application buttons below to start applications for people or businesses that are new to TOPS.

Not sure if you have a current license or endorsement? Choose Search Licensees below.

Start Individual Application **Start Business Application**

[Search Licensees](#)

Sign In

Email Address required

Password required

Login

[Can't Login?](#)

POPULAR LINKS

- DPS Regulatory Services Division
- Board Information
- Contact Us

APPLICANTS

- Get Started
- Laws and Regulations
- Training/Testing
- Fingerprint Services

INFORMATION

- Records/Status Search
- FAQs

Click on the My Businesses Tab and locate the business you wish to update, then click on Actions and then View Details.

Logged in as Lady Johnson. [Logout](#)

My Profile My Applications My Registrations My Business Applications **My Businesses**

Sample Services Inc

Type: Contracting Company **License #:** C07340801 **Status:** Active **Expires:** 09/30/2020 (335 days)

Actions ▼

- View Details
- View Certificate
- Download Employee Report
- Add Branch
- Upload Insurance Document

ex. John Smith 78701 C12: [Employee Search](#)

Board Information
Contact Us

APPLICANTS
Get Started
Laws and Regulations
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Fingerprint Services

INFORMATION
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FAQs

From the Business Details page, select the UPDATE button (located at the bottom right of the page) to begin the process.

Logged in as Lady Johnson. [Logout](#)

My ProfileMy ApplicationsMy RegistrationsMy Business ApplicationsMy Businesses

Business Details

Below is a list of the information associated with this business. To renew or update this information, please scroll to the bottom of the page and choose Renew or Update.

Business Information

Business Name Sample Services Inc	Business License Number C07340801	Expiration Date 09/30/2020 (64 days)	Type Contracting Company
Class Investigations / Security Contractor	Services Guard Electronic Access Locksmith Alarm Courier Armored Car Private Investigation	Business Structure Corporation	

View CertificateDownload Employee Report

Contact Information

Physical Address 1234 Main Austin, TX 78745 Travis US	Mailing Address Same as Physical Address	Email Address updateco@pres.com	Phone Number +1(512)111-1111
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Insurance Policy Information

Status ACTIVE	Policy Number 123456789	Effective Date 10/31/2019	Insurance Expiration Date 10/31/2020
Exclusions/Endorsements	Policy Coverage Bodily Injury & Property Damage: \$1,000,000.00 Injury: \$1,000,000.00 Aggregate: \$1,000,000.00		

Certificate of Liability Insurance
Status: Approved

Upload Insurance Document

Business Stakeholders

Name	Role	Role Status	Issue Date	Expiration Date	Ownership Percentage
Johnson, Lady	Shareholder, Primary Company Representative, Designated Officer	ACTIVE	10/31/2019	05/31/2022	100.0%

Total Ownership: 100.0%

CancelUpdate

TOPS will prepopulate the application with the information already on file for the business. You only need to edit the data which is changing or has changed. As you proceed through the application, if there are no changes to the page click Next.

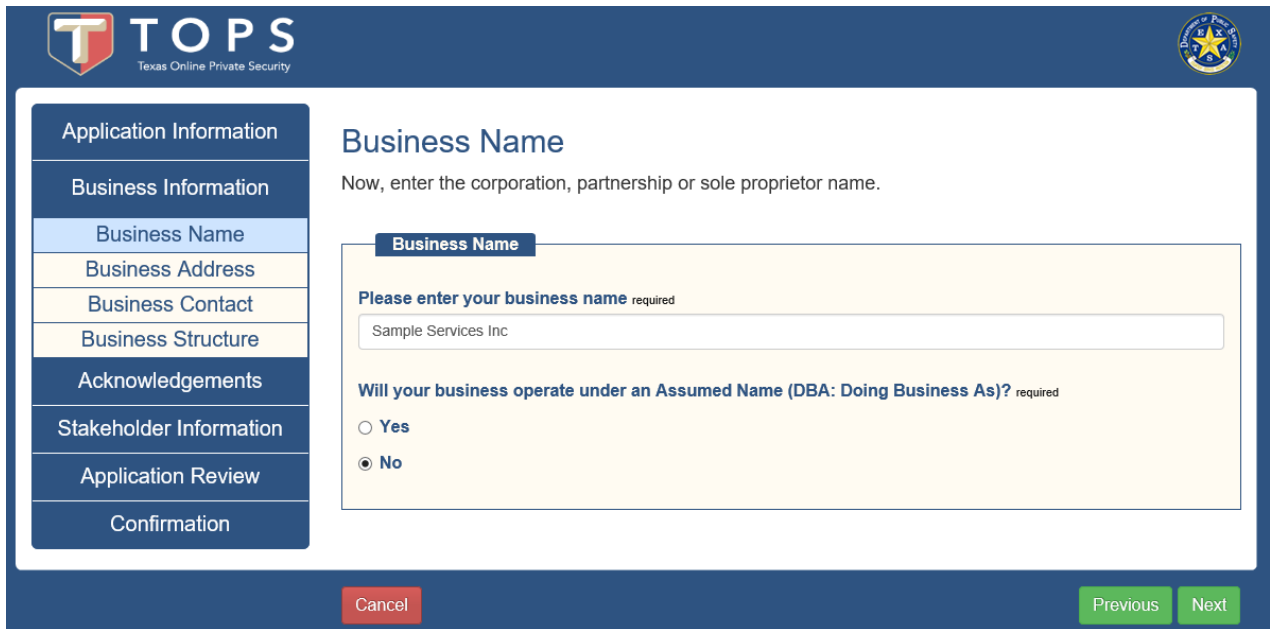
What services are offered by your business? You can make changes to your services here.

The screenshot shows the 'Select Services Offered' page in the TOPS application. On the left is a vertical navigation menu with the following items: Application Information, Services (highlighted), Nature of Business, Business Information, Acknowledgements, Stakeholder Information, Application Review, and Confirmation. The main content area has the heading 'Select Services Offered' and the text 'You selected: Contracting Company'. Below this, it says 'Select the service(s) the business provides.' There is a section titled 'Business Services' containing a list of services with checkboxes: Alarm, Armored Car, Courier, Electronic Access, Guard, Locksmith, and Private Investigation. All checkboxes are checked. At the bottom of the page are three buttons: 'Cancel' (red), 'Previous' (green), and 'Next' (green).

A brief description of your business. This is a required field.

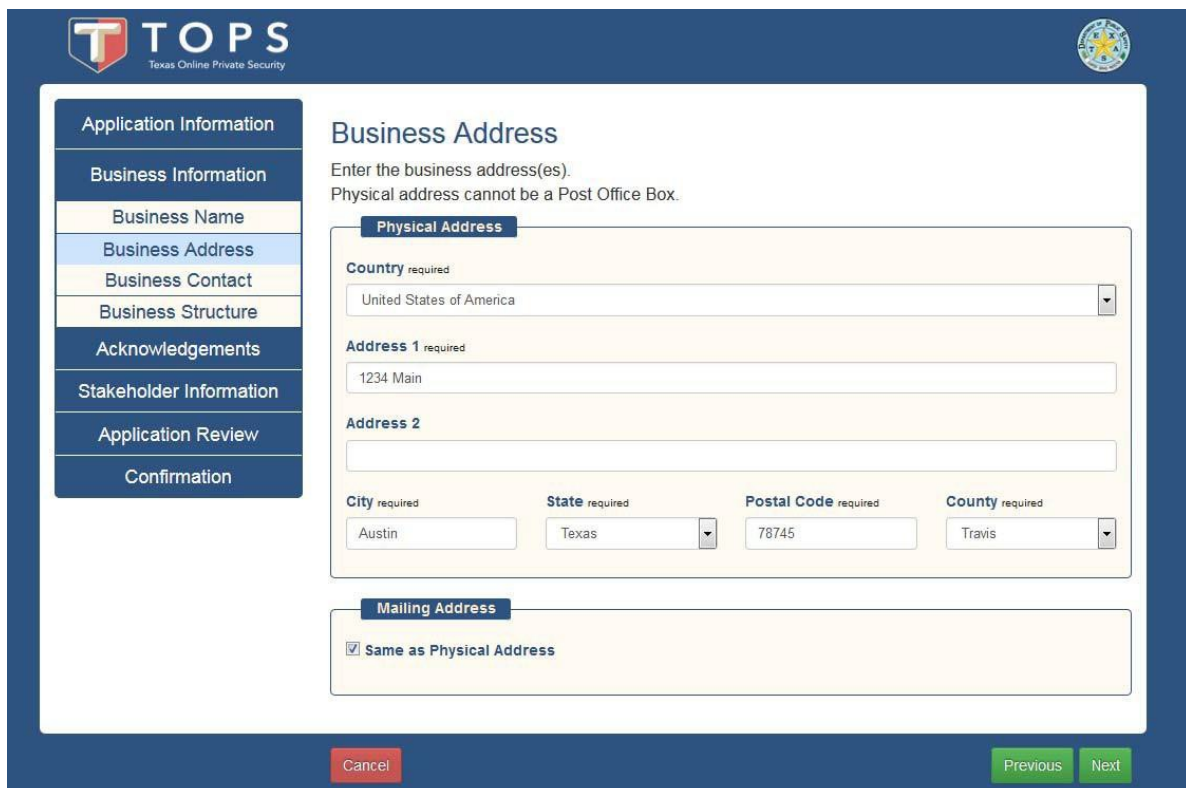
The screenshot shows the 'Nature of Business' page in the TOPS application. The left navigation menu is the same as in the previous screenshot, with 'Nature of Business' highlighted. The main content area has the heading 'Nature of Business' and the text 'Enter a brief description of the service(s) the business provides.' Below this is a text input field with the placeholder text 'Private Security'. At the bottom right of the input field, it says '284 characters remaining'. At the bottom of the page are three buttons: 'Cancel' (red), 'Previous' (green), and 'Next' (green).

This where you can make changes to the company name. If no change click Next.



The screenshot shows the 'Business Name' step of the TOPS application process. On the left is a vertical navigation menu with the following items: Application Information, Business Information, Business Name (highlighted), Business Address, Business Contact, Business Structure, Acknowledgements, Stakeholder Information, Application Review, and Confirmation. The main content area is titled 'Business Name' and includes the instruction: 'Now, enter the corporation, partnership or sole proprietor name.' Below this is a form section with a header 'Business Name'. It contains a text input field with the placeholder 'Sample Services Inc' and a label 'Please enter your business name' with a 'required' note. Below the input field is a question: 'Will your business operate under an Assumed Name (DBA: Doing Business As)?' with a 'required' note. There are two radio button options: 'Yes' and 'No', with 'No' being selected. At the bottom of the form are three buttons: 'Cancel' (red), 'Previous' (green), and 'Next' (green).

Physical location of the business and a mailing address are required. These can be the same or different addresses. Physical address cannot be a PO Box. If no changes click next.



The screenshot shows the 'Business Address' step of the TOPS application process. The left navigation menu is identical to the previous screen, with 'Business Address' highlighted. The main content area is titled 'Business Address' and includes the instruction: 'Enter the business address(es). Physical address cannot be a Post Office Box.' Below this is a form section with a header 'Physical Address'. It contains a dropdown menu for 'Country' (required) with 'United States of America' selected. Below that is a text input field for 'Address 1' (required) with '1234 Main' entered. Below that is a text input field for 'Address 2'. At the bottom of the physical address section are four input fields: 'City' (required) with 'Austin', 'State' (required) with 'Texas', 'Postal Code' (required) with '78745', and 'County' (required) with 'Travis'. Below the physical address section is a 'Mailing Address' section with a checkbox labeled 'Same as Physical Address' which is checked. At the bottom of the form are three buttons: 'Cancel' (red), 'Previous' (green), and 'Next' (green).

Phone number and Email address are required. This is where you can change the phone number, email address or website. You will need to confirm the email address even if it remains the same.

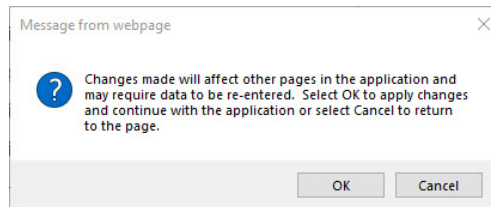
The screenshot shows the 'Business Contact Information' form in the TOPS (Texas Online Private Security) system. The left sidebar contains a navigation menu with the following items: Application Information, Business Information, Business Name, Business Address, Business Contact (highlighted), Business Structure, Acknowledgements, Stakeholder Information, Application Review, and Confirmation. The main content area is titled 'Business Contact Information' and includes the instruction 'Enter the business contact information.' Below this, there is a 'Contact Info' tab. The form contains several input fields: 'Phone Number' (with a required asterisk) containing '(512) 111-1111', 'Alternate Phone Number', 'Email Address' (with a required asterisk) containing 'updateco@pres.com', 'Confirm Email Address' (with a required asterisk) also containing 'updateco@pres.com', and 'Website' (with a required asterisk) containing 'http://'. A green arrow points to the 'Confirm Email Address' field. At the bottom of the form, there are 'Cancel', 'Previous', and 'Next' buttons.

This information determines the types of individual applications that are required. If you select the incorrect type, you can return to this page to make the necessary changes and progress through the rest of the application.

Selections other than Sole Proprietorship or General Partnership will display one or more additional questions.

The screenshot shows the 'Business Structure' form in the TOPS (Texas Online Private Security) system. The left sidebar contains a navigation menu with the following items: Application Information, Business Information, Business Name, Business Address, Business Contact, Business Structure (highlighted), Acknowledgements, Stakeholder Information, Application Review, and Confirmation. The main content area is titled 'Business Structure' and includes the instruction 'How is the business structured? required'. Below this, there is a 'Business Structure' tab. The form contains several radio button options: 'Sole Proprietorship', 'General Partnership', 'Limited Partnership', 'Corporation (Inc., Corp.)' (selected), 'Limited Liability Partnership (LLP)', and 'Limited Liability Company (LLC)'. To the right of these options, there are two dropdown menus: 'Where were the papers for this business filed?' (set to 'Texas') and 'Are your stocks privately held or publicly traded?' (set to 'Publicly Traded'). At the bottom of the form, there are 'Cancel', 'Previous', and 'Next' buttons.

If you make changes to the business structure, you may be presented with the following notice. Select OK to continue with the changes.



Acknowledgment is required. Application cannot proceed if these are not checked.

The screenshot shows the TOPS (Texas Online Private Security) application interface. On the left is a sidebar with a menu containing: "Application Information", "Business Information", "Acknowledgements" (which is highlighted), "Stakeholder Information", "Application Review", and "Confirmation". The main content area is titled "Acknowledgments" and contains a sub-header "Acknowledgments". Below this are two numbered items, each with a checked checkbox and a "required" label:
1. ☒ I understand that all fees submitted to Private Security are non-refundable, are not transferable and that, in accordance with Administrative Rule 35.23, I will have 90 days from the date of notice of a deficiency, to turn in all required documentation, supplemental information and/or fees OR this application will be abandoned and I will be required to reapply. required
2. ☒ I verify that the information provided is true and correct, and I understand that this is an official Government record and that any false statement made on this document or any other supplement provided to DPS may result in criminal prosecution. required
At the bottom of the form are three buttons: "Cancel" (red), "Previous" (green), and "Next" (green).

This page is the Business Stakeholders page. This is where you make changes to stakeholder information. Stakeholder Type is either Business or Individual. Individuals or businesses listed should match those on the official business documents such as the Assumed Name Certificate of Articles of Incorporation. Ownership percentage must total 100%.

To change a stakeholder Select Actions and then Remove and click Next.

The screenshot shows the 'Business Stakeholders' page. On the left is a vertical navigation menu with the following items: Application Information, Business Information, Acknowledgements, Stakeholder Information, Stakeholders (highlighted in light blue), Electronic Signature, Application Review, and Confirmation. The main content area has the title 'Business Stakeholders' and two paragraphs of instructions. Below the instructions is a section titled 'Enter your Stakeholder(s) below:' containing an 'Add Stakeholder' button and a form for 'Stakeholder Type' (a dropdown menu with 'select one' and a checkmark icon). Below this is a 'List of Stakeholders' table. The table has columns for Name, Email Address, Date of Birth, Role, Ownership Percentage, and Actions. One stakeholder is listed: Johnson, Lady, with email updateco@pres.com, Date of Birth On File, Role Shareholder Primary Company Representative Designated Officer, and Ownership Percentage 100%. The Actions column for this stakeholder has a dropdown menu with 'Actions' selected, and a sub-menu is open showing 'Edit' and 'Remove' options. A green arrow points to the 'Remove' option. Below the table, it says 'Total: 100 %'. At the bottom of the page is a dark blue bar with three buttons: 'Cancel' (red), 'Previous' (green), and 'Next' (green). A green arrow points to the 'Next' button.

Business Stakeholders

Depending on the structure of the business this may include an Owner, Partner, Designated Officer, Shareholder, Primary Company Representative, Point of Contact, etc.

The individuals or companies you include here must match those listed on the official business documents such as, the Assumed Name Certificate, Articles of Incorporation, etc.

Enter your Stakeholder(s) below:

Add Stakeholder

If there are stakeholders listed below, please review and edit as necessary using the Actions dropdown. If not, select your 'Stakeholder Type' from the dropdown below then fill out the required information. Once that is complete choose Add Stakeholder. If you need to add additional stakeholders, fill out the form again and choose Add Stakeholder until all the requirements are fulfilled. Choose Next to continue when ready.

Stakeholder Type required

select one ☐

List of Stakeholders

Name	Email Address	Date of Birth	Role	Ownership Percentage %	Actions
Johnson, Lady	updateco@pres.com	On File	Shareholder Primary Company Representative Designated Officer	100%	<div>Actions <input type="button" value="v"/></div> <div>Edit Remove</div>

Total: 100 %

[Cancel](#) [Previous](#) [Next](#)

In this example a new Designated Officer/Company Representative is being added. The current Shareholder/Primary Company Representative/Designated officer will be changed to Shareholder/Designated Officer only. Enter the information and select Add Stakeholder.

Add Stakeholder

If there are stakeholders listed below, please review and edit as necessary using the Actions dropdown. If not, select your 'Stakeholder Type' from the dropdown below then fill out the required information. Once that is complete choose Add Stakeholder. If you need to add additional stakeholders, fill out the form again and choose Add Stakeholder until all the requirements are fulfilled. Choose Next to continue when ready.

Stakeholder Type required

Individual

Last Name required Johnson

First Name required Lady

Middle Name

Suffix select one

Email Address required updateco@pres.com

Confirm Email Address required updateco@pres.com

Date of Birth required 01/01/1960

Select the role(s) for this individual required

☐ Additional Company Representative

☒ Designated Officer

☐ Primary Company Representative

☒ Shareholder

Ownership Percentage

100 %

Total : 0 %

Is shareholder a material participant in the Business?

☒ Yes

☐ No

Reset Add Stakeholder

To add a new stakeholder, enter the information in the Add Stakeholder box. If they have an existing profile in TOPS the email address listed here must match their existing profile information. Save the information for the stakeholder by clicking the Add Stakeholder.

Application Information

Business Information

Acknowledgements

Stakeholder Information

Stakeholders

Electronic Signature

Application Review

Confirmation

Business Stakeholders

Depending on the structure of the business this may include an Owner, Partner, Designated Officer, Shareholder, Primary Company Representative, Point of Contact, etc.

The individuals or companies you include here must match those listed on the official business documents such as, the Assumed Name Certificate, Articles of Incorporation, etc.

Enter your Stakeholder(s) below:

Add Stakeholder

If there are stakeholders listed below, please review and edit as necessary using the Actions dropdown. If not, select your 'Stakeholder Type' from the dropdown below then fill out the required information. Once that is complete choose Add Stakeholder. If you need to add additional stakeholders, fill out the form again and choose Add Stakeholder until all the requirements are fulfilled. Choose Next to continue when ready.

Stakeholder Type required

Individual ☐

Last Name required **First Name** required **Middle Name** **Suffix**

Johnson Lydon select one ☐

Email Address required **Confirm Email Address** required

lby@pres.com lby@pres.com

Date of Birth required

01/01/1960

Select the role(s) for this individual required

☒ Designated Officer

☒ Primary Company Representative

☐ Shareholder

Reset Add Stakeholder

List of Stakeholders

Name	Email Address	Date of Birth	Role	Ownership Percentage %	Actions
Johnson, Lady	updateco@pres.com	01/01/1960	Designated Officer Shareholder	100%	Actions

Total: 100 %

When the stakeholder information is complete click Next.

Business Stakeholders

Depending on the structure of the business this may include an Owner, Partner, Designated Officer, Shareholder, Primary Company Representative, Point of Contact, etc.

The individuals or companies you include here must match those listed on the official business documents such as, the Assumed Name Certificate, Articles of Incorporation, etc.

Enter your Stakeholder(s) below:

Add Stakeholder

If there are stakeholders listed below, please review and edit as necessary using the Actions dropdown. If not, select your 'Stakeholder Type' from the dropdown below then fill out the required information. Once that is complete choose Add Stakeholder. If you need to add additional stakeholders, fill out the form again and choose Add Stakeholder until all the requirements are fulfilled. Choose Next to continue when ready.

Stakeholder Type required

select one

List of Stakeholders

Name	Email Address	Date of Birth	Role	Ownership Percentage %	Actions
Johnson, Lady	updateco@pres.com	01/01/1960	Designated Officer Shareholder	100%	<input type="button" value="Actions"/>
Johnson, Lyndon	lbj@pres.com	01/01/1960	Primary Company Representative Designated Officer	0%	<input type="button" value="Actions"/>

Total: 100 %

Complete the Electronic Signature and click Next.

TOPS
Texas Online Private Security

Electronic Signature


Please provide the name and title of the individual authorized to submit the application on behalf of this business.


Electronic Signature

Last Name required **First Name** required **Middle Name** **Suffix**

Title required

Review Application. Select Next after you have verified that the information on the review screen is correct.

Texas Online Private Security



Application Information

Business Information

Acknowledgements

Stakeholder Information

Application Review

Application Review

Review Fees

Confirmation

Application Review

Review the application details below.

To make changes, select Edit in the appropriate area. You will be returned to that section of the application and will be required to progress through the remainder of the application.

Select Next when review is complete.

Application Information

Services Selected: Alarm
Armored Car
Courier
Electronic Access
Guard
Locksmith
Private Investigation

Nature of Business: Private Security

Business Name: Sample Services Inc

DBA: No

Edit

Business Information

Physical Address: 1234 Main
Austin, TX 78745
Travis
United States of America

Mailing Address: Same as Physical Address

Primary Phone Number: (512) 111-1111

Alternate Phone Number:

Email Address: updateco@pres.com

Business Structure: Corporation (Inc., Corp.)

Edit

Acknowledgments

1. I understand that all fees submitted to Private Security are non-refundable, are not transferable and that, in accordance with Administrative Rule 35.23, I will have 90 days from the date of notice of a deficiency, to turn in all required documentation, supplemental information and/or fees OR this application will be abandoned and I will be required to reapply.

Yes

2. I verify that the information provided is true and correct, and I understand that this is an official Government record and that any false statement made on this document or any other supplement provided to DPS may result in criminal prosecution.

Yes

Edit

Stakeholders

Name	Email Address	Date of Birth	Role	Ownership %
Johnson, Lady	updateco@pres.com	01/01/1960	Designated Officer Shareholder	100%
Johnson, Lyndon	lby@pres.com	01/01/1960	Primary Company Representative Designated Officer	0%

Edit

Electronic Signature

Name: Johnson, Lady Bird

Title: owner

Edit

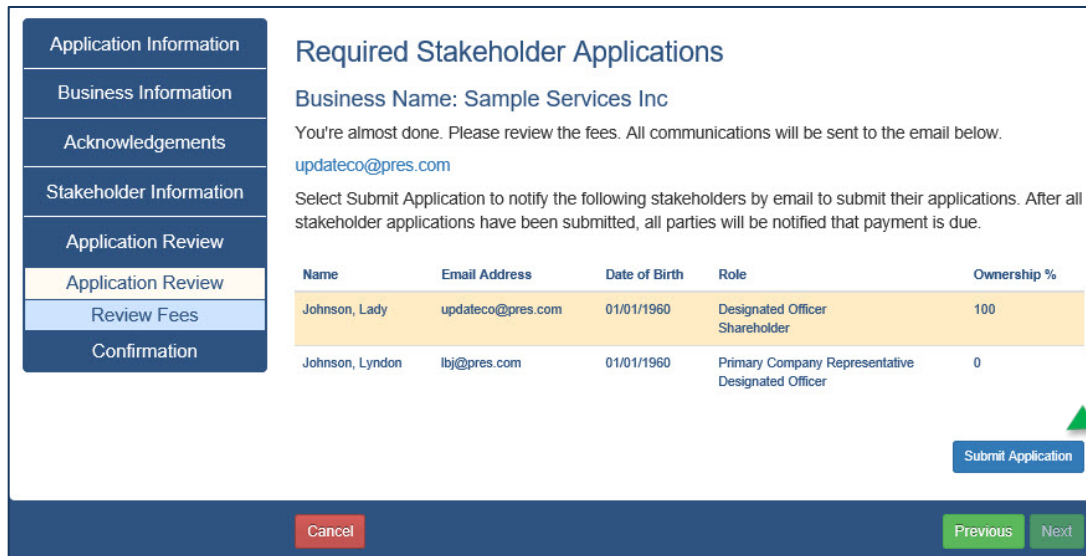
Cancel

Previous

Next

Stakeholders listed on this screen are required to fill out an application online.
Stakeholders will log in and complete their [individual application](#).

Applicants new to TOPS will receive an email with a link to their application.
Once all stakeholders have completed their applications, the update application can be paid for and will be transmitted to DPS for processing.



Required Stakeholder Applications

Business Name: Sample Services Inc

You're almost done. Please review the fees. All communications will be sent to the email below.
updateco@pres.com

Select Submit Application to notify the following stakeholders by email to submit their applications. After all stakeholder applications have been submitted, all parties will be notified that payment is due.

Name	Email Address	Date of Birth	Role	Ownership %
Johnson, Lady	updateco@pres.com	01/01/1960	Designated Officer Shareholder	100
Johnson, Lyndon	lby@pres.com	01/01/1960	Primary Company Representative Designated Officer	0

[Submit Application](#)

[Cancel](#) [Previous](#) [Next](#)

Click the Submit Application button to proceed.

The confirmation page provides the next steps to continue the application. You will also receive this information by email.

The Exit button returns you to the Landing Page.

If no stakeholder applications are required, payment can be made for the update application on the My Business Applications tab in your individual profile.

When stakeholder applications are required, they must be completed before payment for the application can be made.

Confirmation

Your application for a business license has been initiated.

What's Next?

1. **Notify stakeholders** to login to [TOPS](#) and submit a stakeholder application, if applicable. They will receive notification via email as well.
2. **Mark your calendar.** All required stakeholder applications and payment for business application fees must be performed within **15 days**. After 15 days, this application will be purged and you will have to resubmit your application.
3. **Pay for the application.** After all applicable stakeholders submit their application(s), a single payment is required for the business license and all stakeholder fees.
4. **Check your email.** If you receive a request for additional information, submit it through [DPS Contact Us](#).
5. **Log in** and select **My Applications** to check the current status of your application throughout the application process.
6. **Questions?** Many helpful answers and tips can be found on the [DPS](#) website. If you cannot find your answer, please contact us through [DPS Contact Us](#).

These stakeholders have been notified by email at the email addresses listed below.

Name	Email Address	Date of Birth	Role	Ownership %
Johnson, Lady	updateco@pres.com	01/01/1960	Designated Officer Shareholder	100
Johnson, Lyndon	lbj@pres.com	01/01/1960	Primary Company Representative Designated Officer	0

When can I begin to work?

Submitting an application online does not constitute issuance of a license. Check your [application status](#) to learn when you can begin work.

Note: All fees are non-refundable and non-transferable. [Texas.gov](#) will remit the amount paid to the agency on your behalf.

Want to tell us about your experience? [Please take a short survey](#).

Transaction Details

Date/Time: 07/28/2020 03:26 PM

Business Name: Sample Services Inc

Type: Contracting Company

[Print Receipt](#)

Exit

Instructions for submitting stakeholder applications can be found here:
<https://www.dps.texas.gov/rsd/PSB/docs/topsStakeholderApplication.pdf>