New Business Application Instructions

Any person can initiate a new business application with the information below.

- **Company Name and Address Information**
  - Corporate Name (if any)
  - Assumed Name or DBA (if any)

- **Ownership Type Information** (sole proprietor, corporation, partnership, LLC., LLP.)
  - Percentage of Ownership held by shareholders
  - Corporate Officer(s) of the business (if any)

- **For each Stakeholder (Owner, Qualified Manager, Supervisor, Partner, Shareholder and/or Corporate Officer):**
  - Ownership Percentage
  - First Name
  - Last Name
  - Date of Birth
  - Unique Email Address Please note for stakeholders with existing TOPS profiles you will need the email address they use to login into their TOPS profile.

Once the business application has been initiated, each stakeholder will receive an email notifying them to complete their stakeholder application. Applicants new to the Private Security Program will receive an email link. Stakeholder applicants with existing TOPS profiles will need to login and locate the stakeholder application under the My Business Applications tab. Please see step by step instructions below.

On the [TOPS](#) home page select Start Business Application

![TOPS Home Page](image-url)
Select Business Type. Select Next.
Select all business services that are offered. Select Next.

Select Services Offered
You selected Contracting Company
Select the service(s) the business provides.

- Alarm
- Armored Car
- Courier
- Electronic Access
- Guard
- Guard Dog
- Locksmith
- Private Investigation
- Security Consultant

Type in Nature of Business. A pop up window appears regarding company names, review the information before selecting close.
Enter name of Business. Select Next.

Enter Business Address (Physical/Mailing). Select Next.
Enter Business Contact Information. Please note you will need to confirm e-mail address. Select Next.

Selecting business structure may initiate additional questions, such as the location where business papers are filed and whether stocks are privately held or publicly traded. Select Next.
Review and complete acknowledgments. Select Next.

All stakeholders of the business will be entered here. For each stakeholder, select individual or business.
For individuals, enter name, email address, confirm email address, and date of birth. Please note, for stakeholders with existing TOPS profiles you will need to enter the email address they use to login into their TOPS profile.

Select role(s), enter ownership percentage (if applicable), and answer material participant question. Select add stakeholder. Repeat steps if adding additional stakeholders.

After all stakeholder(s) have been entered, review list of stakeholders. Select Next.
Complete Electronic Signature. Select Next.

Review the application; you can make any changes at this point by selecting edit. If there are no changes, select Next.
The “Required Stakeholder Application” screen displays all of the stakeholders required to submit applications. **Review the email addresses on the list as stakeholder applicants will receive an email with a link at the address provided once the application is submitted.** After reviewing the list, select Submit Application. Please note: Stakeholder applications and payment must be submitted within 15 days. After 15 days the application will be deleted and will need to be re-entered.

Confirmation page will inform you of what is next. Select Exit to return to the main profile page.
SUBMITTING STAKEHOLDER APPLICATIONS

Each stakeholder will receive an email with a link to complete the stakeholder application. Applicants new to the Private Security Program will simply click on the link provided in the email. Stakeholder applicants with existing TOPS profiles will need to login and locate the application under the My Business Applications tab. Click on the Apply button.

**Managers and Supervisors only** – Select all applicable experience. Select Next.
Enter Personal Information. The email address and Date of Birth is pre-populated. You will need to confirm your social security number. Select Next.
Enter physical/mailing address information and contact information. Select Next.
Enter demographic information. Select Next.

Enter duties. Select Next.
Enter military status. Select Next.

Enter Texas peace officer status. Select Next.
Complete the background information questions. Select Next.
At this point changes can be made by selecting Edit. If no changes are required, select Next.
Select Submit Application. Fees can only be paid once all stakeholder applications have been submitted.

Confirmation page will inform you of what is next. Select Exit to return to the main profile page.
After all of the stakeholder applications have been submitted, each stakeholder, as well as the business, will receive an email with a link to submit payment for the application. Either the business or any of the stakeholders can submit the payment.

Applicants new to the Private Security Program will simply click on the link provided in the email. Stakeholder applicants with existing TOPS profiles will need to login and locate the application under the My Business Applications tab. One payment will include both the company and stakeholder application fees. Click on the Pay for Application button.

Review the Fees and select Pay with Credit Card.
Confirmation page will inform you of what is next. Select Exit to return to the main profile page.

Applicants new to The Private Security Program can now use Can’t Login to set up their password.