

Employment Verification

What is Employment Verification?

- The process in which an employer affiliates an employee's registration with their company by confirming the registration type and adding a hire date.

Verifications come from two sources

- New license applications
- Employee Information Updates (individuals who currently hold a registration that are new to your company)

Who can perform Employment Verifications?

- Stakeholders - Owner/Partner/Corporate Officer/Shareholder/Manager (does not include Branch Managers)

Verify the individual works for your company

- Yes, add hire date or
- No and select a reason for denial

After employment is verified, payment must be made

- Employer can choose to pay
- Employee can self-pay

Employment Verification process

1. When individuals submit application, the confirmation screen directs them to inform their employer of pending employee verifications.
2. Business Stakeholders (owners/ partners/corporate officers/shareholders/manager) [Sign-In](#) with their personal email address (not the business email address) to view employee verification requests. If you have never logged in before or have forgotten your password, click on "[Can't Login](#)" and follow the steps to gain access to your TOPS profile.

The screenshot displays the TOPS website interface. At the top, the TOPS logo is accompanied by the text "Texas Online Private Security" and the Texas Department of Public Safety seal. The main content area is titled "Welcome to the TOPS License and Endorsement Application". It provides instructions for applicants and licensees, including a "Sign In" button. A hand holding a smartphone is shown in the center, displaying the TOPS mobile app interface. On the right side, a "Sign In" form is highlighted with a red border. The form includes fields for "Email Address" and "Password", both marked as "required". Below the fields is a green "Login" button and a link for "Can't Login?". The footer contains three columns of links: "POPULAR LINKS" (DPS Regulatory Services Division, Board Information), "APPLICANTS" (Get Started, Laws and Regulations), and "INFORMATION" (Records/Status Search, FAQs).

TOPS
Texas Online Private Security

Sign In

Email Address required

Password required

Login



Can't Login?

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FAQs

When you sign in, the “My Profile” tab will be displayed - click on the “My Businesses” tab



Logged in as Sample Person. [Logout](#)

My Profile

My Applications

My Registrations

My Business Applications

My Businesses

Private Security Company

Type: Contracting Company

License #: C04161901

Status: Active

Expires: 05/31/2018

Add Branch

View Details

View Certificate

Employee Report

ex. John Smith 78701 C123

Employee Search

+

Employment Verifications

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Records/Status Search

FAQs

- Employment Verifications are found in My Businesses.
- If you are a stakeholder in more than 1 business, you will need to locate the appropriate business listing.
- Employment Verifications and Employee Payments will only be present if there are pending items.
- Click on the **+** sign next to Employment Verifications to view/access pending items.

TOPS
Texas Online Private Security

Department of Public Safety
TEXAS

Logged in as Sample Person. [Logout](#)

My Profile My Applications My Registrations My Business Applications My Businesses

Private Security Company

Type: Contracting Company License #: C04161901 Status: Active Expires: 05/31/2018

Add Branch View Details View Certificate Employee Report

ex. John Smith 78701 C123 Employee Search

+ Employment Verifications



+ Employee Payments

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- Locate the individual requiring the verification. If it is the correct registration type, click the “Add Hire Date” action button.



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[My Profile](#) [My Applications](#) [My Registrations](#) [My Business Applications](#) [My Businesses](#)

Private Security Company

Type: Contracting Company **License #:** C04161901 **Status:** Active **Expires:** 05/31/2018

[Add Branch](#) [View Details](#) [View Certificate](#) [Employee Report](#)

[Employee Search](#)

 **Employment Verifications**

Name	Registration Type	Application Type	Received On	Address	Actions
Haynes, Roger	Alarm Salesperson	Original	07/12/2017	Austin, TX	Add Hire Date Deny
Fish, Blue	Alarm Salesperson	Original	06/28/2017	Beach, TX	Add Hire Date Deny

- Once you have verified the registration type is correct, add the date of employment.

The screenshot shows the Texas Online Private Security (TOPS) interface. A modal dialog titled "Employee Haynes, Roger" is open, asking for confirmation of the registration type and the date of employment.

Employee Haynes, Roger

Are these the correct registration type(s)? required
Alarm Salesperson

☒ Yes ☐ No

Date of Employment

Private Security Company Details:



Type: Contracting Company License #: C04161901 Status: Active Expires: 05/31/2018

ex. John Smith 78701 C12:

Employment Verifications

Name	Registration Type	Application Type	Received On	Address	Actions
Haynes, Roger	Alarm Salesperson	Original	07/12/2017	Austin, TX	<input type="button" value="Add Hire Date"/> <input type="button" value="Deny"/>
Fish, Blue	Alarm Salesperson	Original	06/28/2017	Beach, TX	<input type="button" value="Add Hire Date"/> <input type="button" value="Deny"/>

- If the registration type is incorrect or you locate a person you do not wish to register, click the “Deny” action button.



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[My Profile](#) [My Applications](#) [My Registrations](#) [My Business Applications](#) [My Businesses](#)

Private Security Company

Type: Contracting Company **License #:** C04161901 **Status:** Active **Expires:** 05/31/2018

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 **Employment Verifications**

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- Select the reason for “denial”.

Deny Employee Haynes, Roger

What is the reason for denying this employee? required

select one

select one

This person does not work for me

Incorrect Registration

Duplicate Registration

Private Security Company

Type: Contracting Company License #: C04161901 Status: Active Expires: 05/31/2018

Add Branch View Details View Certificate Employee Report

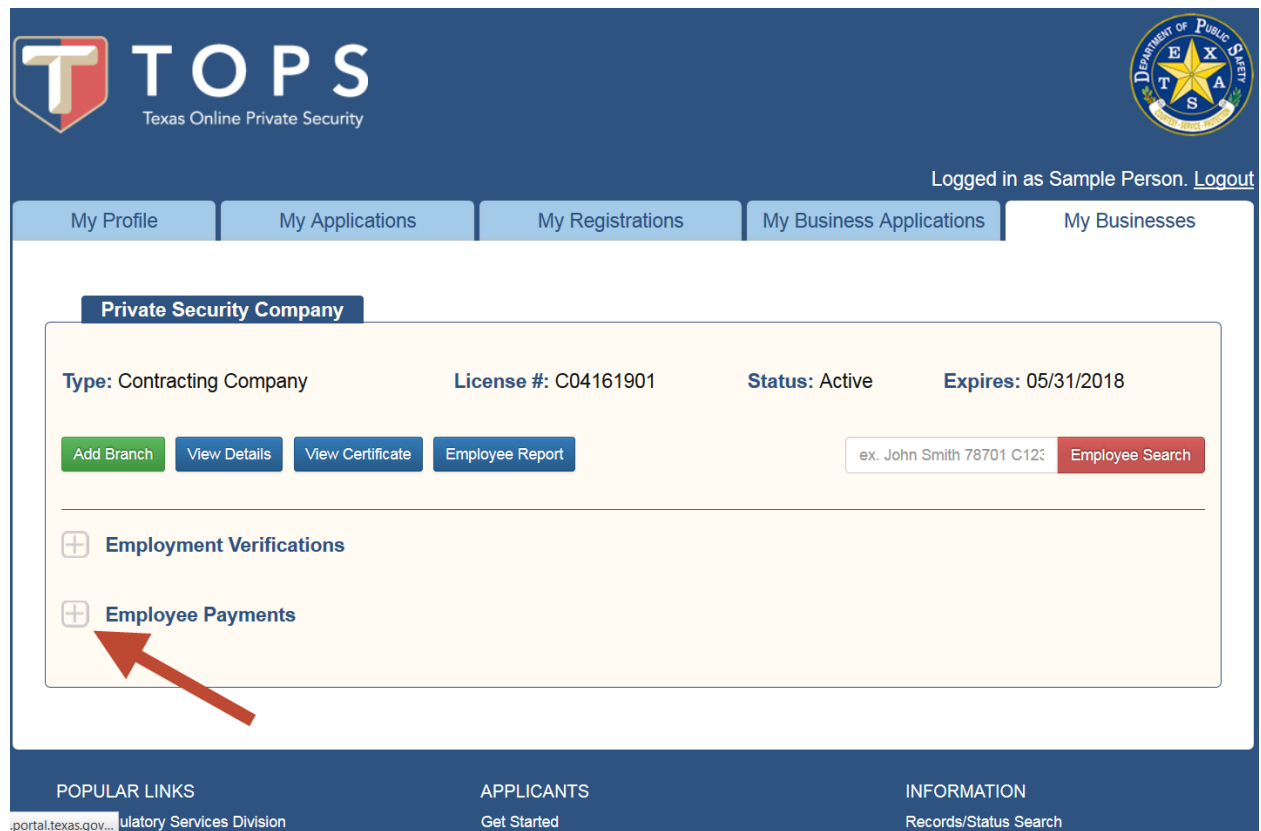
ex. John Smith 78701 C12: Employee Search

Employment Verifications

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Haynes, Roger	Alarm Salesperson	Original	07/12/2017	Austin, TX	Add Hire Date Deny
Fish, Blue	Alarm Salesperson	Original	06/28/2017	Beach, TX	Add Hire Date Deny

Payment

- NOTE: An application is not submitted to DPS until payment is complete. The employer can elect to pay for the application or allow the employee to pay.
- Employer Payment: Following Employment Verification, a new item will appear under your business for Employee Payments. Employer will click on the + sign next to Employee Payments to view all applications that are ready for payment.
- Applicant Payment: Following Employment Verification, applicants that are new to private security will receive an email with a link to make the payment; applicants that are currently registered will login to their TOPS profile and click the pay button under “My Applications”.



T O P S
Texas Online Private Security

Department of Public Safety

Logged in as Sample Person. [Logout](#)

My Profile My Applications My Registrations My Business Applications My Businesses

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Type: Contracting Company License #: C04161901 Status: Active Expires: 05/31/2018

Add Branch View Details View Certificate Employee Report

ex. John Smith 78701 C12: Employee Search

+ Employment Verifications



+ Employee Payments

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- If there are multiple employees listed, check the box to the left of the employee name to select the application for payment, or check the box to select all for payment. Then click on the Pay for Applications button.

Logged in as Sample Person. [Logout](#)

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Private Security Company

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[View Details](#)
[View Certificate](#)
[Employee Report](#)

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

+

Employment Verifications



-

Employee Payments

☐ **Select All Payments**

Pay	Name	Registration Type	Application Type	Address	Expiration	App Fee
<input type="checkbox"/>	Haynes, Roger	Alarm Salesperson	Original	Austin, TX	07/28/2017	\$62.00

[Pay for Applications](#)

Logged in as Sample Person. [Logout](#)

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Type: Contracting Company **License #:** C04161901 **Status:** Active **Expires:** 05/31/2018

[Add Branch](#)
[View Details](#)
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[Employee Report](#)

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

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Employment Verifications

-


Employee Payments


☐ **Select All Payments**

Pay	Name	Registration Type	Application Type	Address	Expiration	App Fee
<input type="checkbox"/>	Haynes, Roger	Alarm Salesperson	Original	Austin, TX	07/28/2017	\$62.00

[Pay for Applications](#)

- Once you have selected Pay for Applications, you will be taken to a confirmation screen. If there is an application listed that should not be, it can be removed by checking the box to the left of the name and clicking the Remove button.





Logged in as Sample Person. [Logout](#)

My Profile

My Applications

My Registrations

My Business Applications

My Businesses

Business: Private Security Company

Texas.gov Price: \$62.00

Remove	Name	Registration Type	Address	Application Expiration Date	Total
<input type="checkbox"/>	Haynes, Roger	Alarm Salesperson	Austin, TX	07/28/2017	\$62.00

Remove

This service is provided by Texas.gov the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov which is provided by a third party in partnership with the State.

Cancel

Pay with Credit Card

Pay with Electronic Check

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- If this is correct, select your method of payment – Credit Card or Electronic Check
- Selecting a method of payment will progress to the Payment process.
- Once payment is complete, you will see a confirmation page displaying the next steps. This information will also be sent in email.

Logged in as Sample Person. [Logout](#)

[My Profile](#)
[My Applications](#)
[My Registrations](#)
[My Business Applications](#)
[My Businesses](#)

Business: Private Security Company
 Texas.gov Price: \$62.00

Remove	Name	Registration Type	Address	Application Expiration Date	Total
<input type="checkbox"/>	Haynes, Roger	Alarm Salesperson	Austin, TX	07/28/2017	\$62.00

Remove

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Choose

Pay with Credit Card

Pay with Electronic Check

Cancel

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