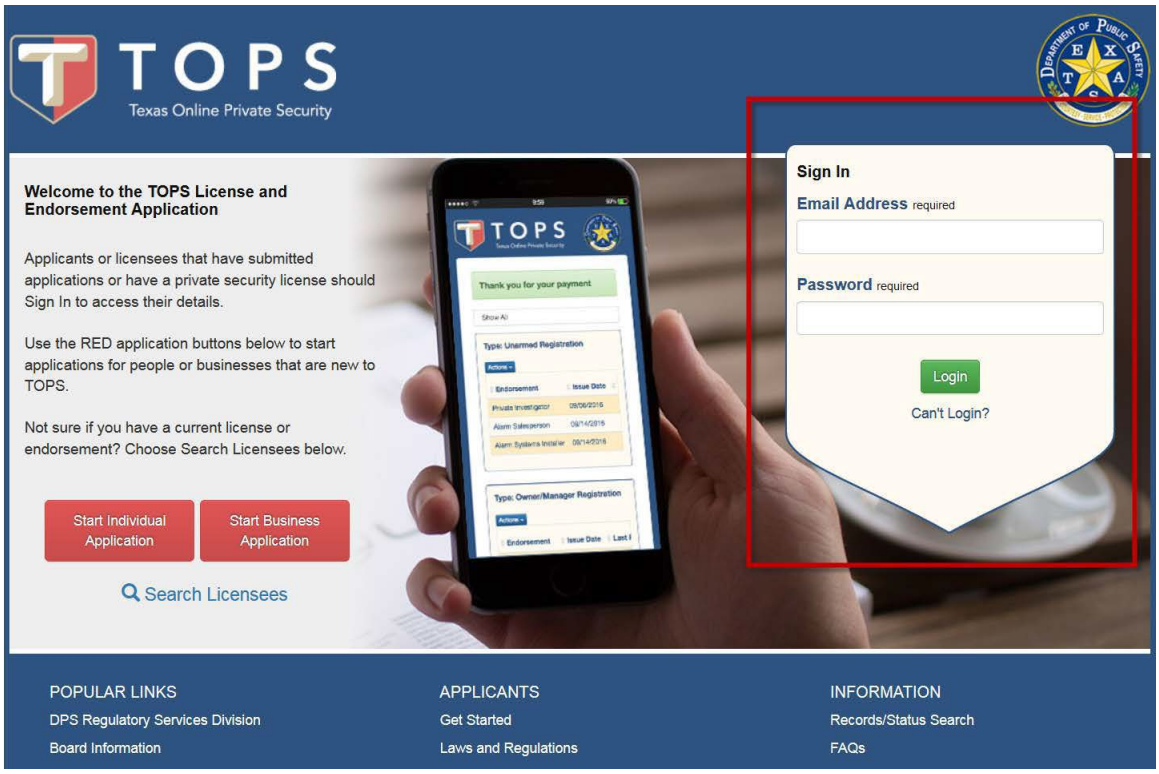
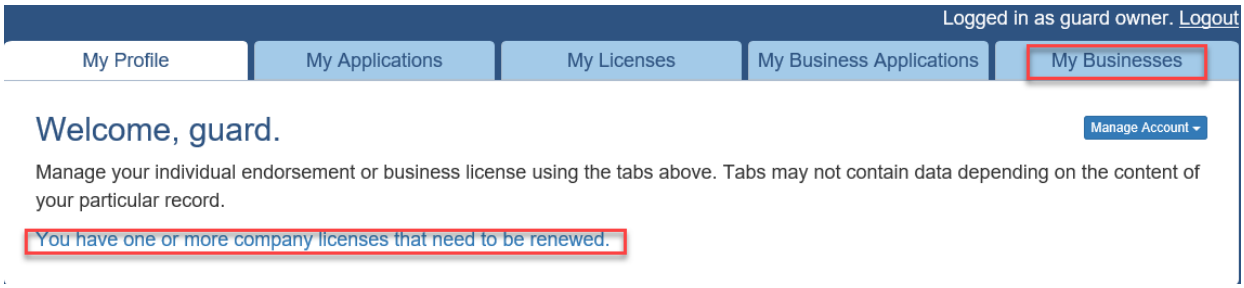
Renewing a Business License

- When does a business license need to be renewed?
  - Business licenses are renewedannually. The expiration date is the last day of the month preceding the month the license was issued
  - Licenses become renewable 90 days before expiration
- Who canrenew a business license?
  - Minority stakeholders will no longer be able to renew through their profile but will renew as part of the Business renewal. Business renewals and minority stakeholder renewals are now part of the same application. (Minority stakeholder expiration dates are aligned with Business expiration date)
  - All active stakeholders canrenew the business license. If a majority stakeholder is expired, they will need to submit an individual renewal application prior to submitting a business renewal application. Expired stakeholders cannot view the business information in their profile.

Business Stakeholders Sign-In with their personal email address (not the business email address). 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.



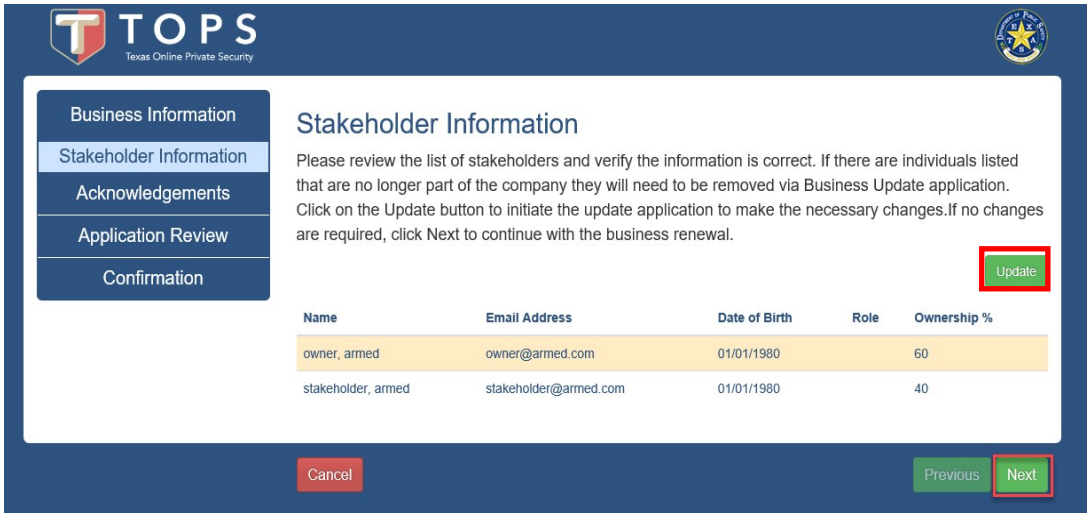
Select the My Businesses tab



Locate the company you would like to renew and select the actions button.

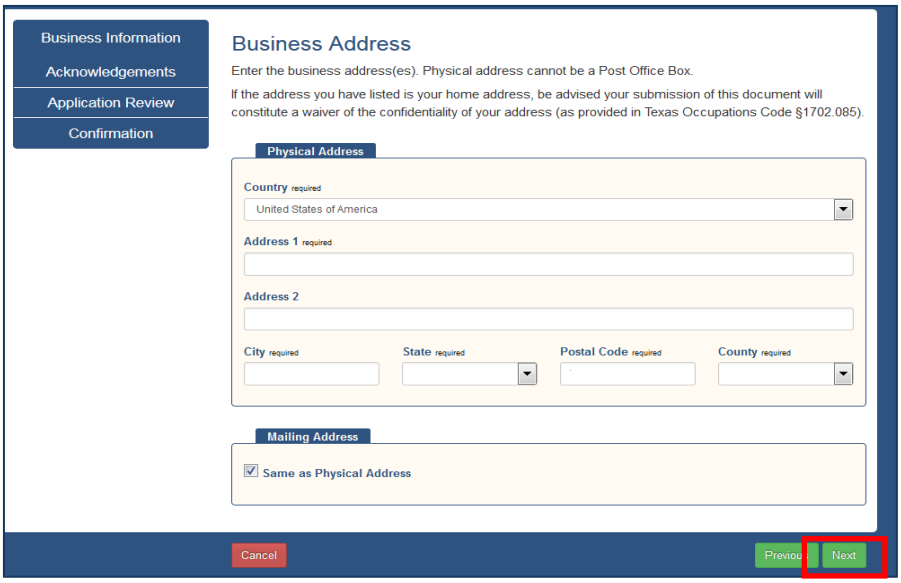
From the drop-down menu select Renew

Review the stakeholder information. If any changes needto be made to the stakeholders, clickthe green Update button and complete a Business Update application prior to renewal.

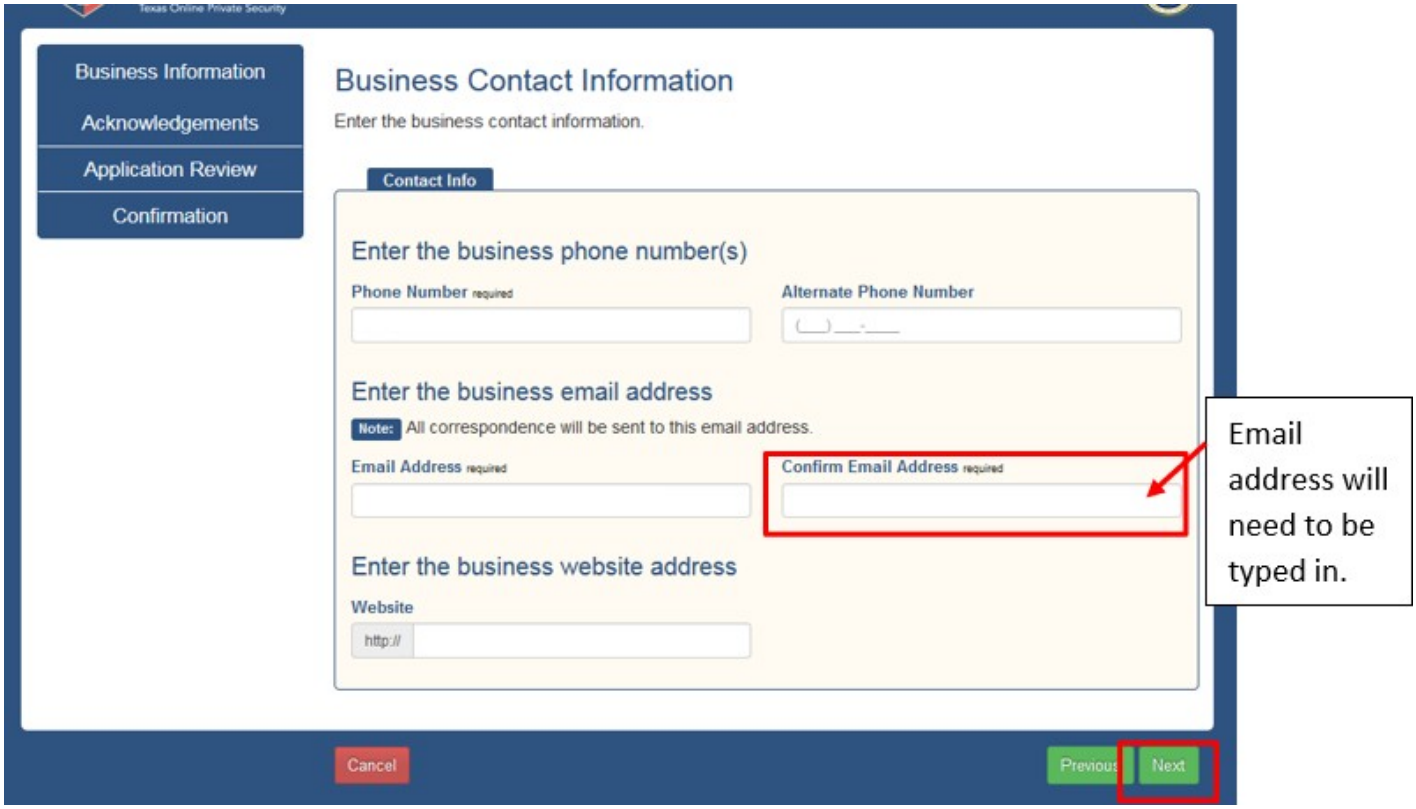


If no changes are required, select Next to continue with the business renewal.

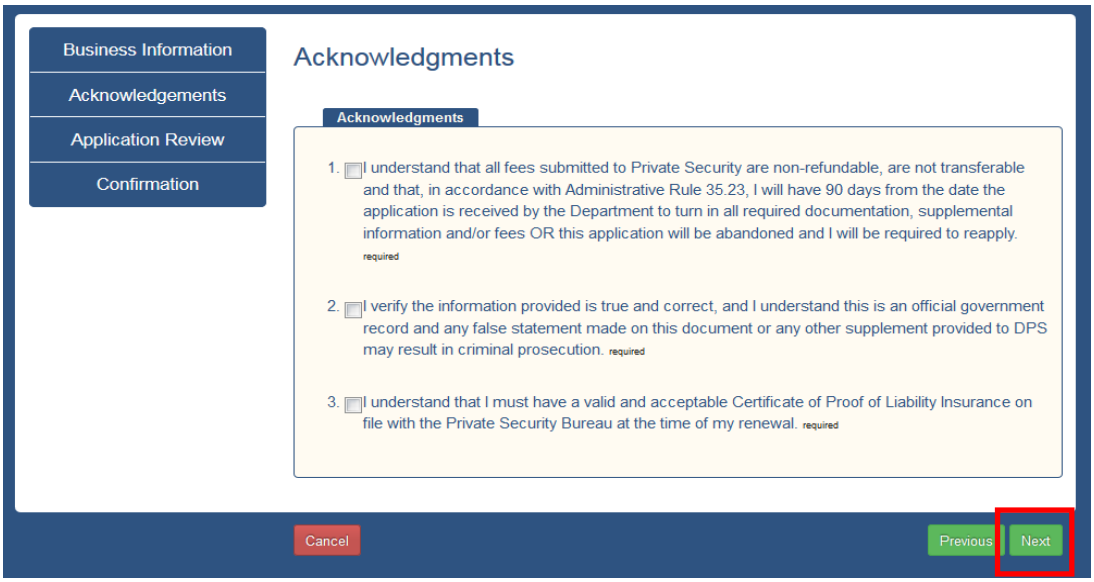
Business address will pre-populate, make any necessary changes. Select Next.



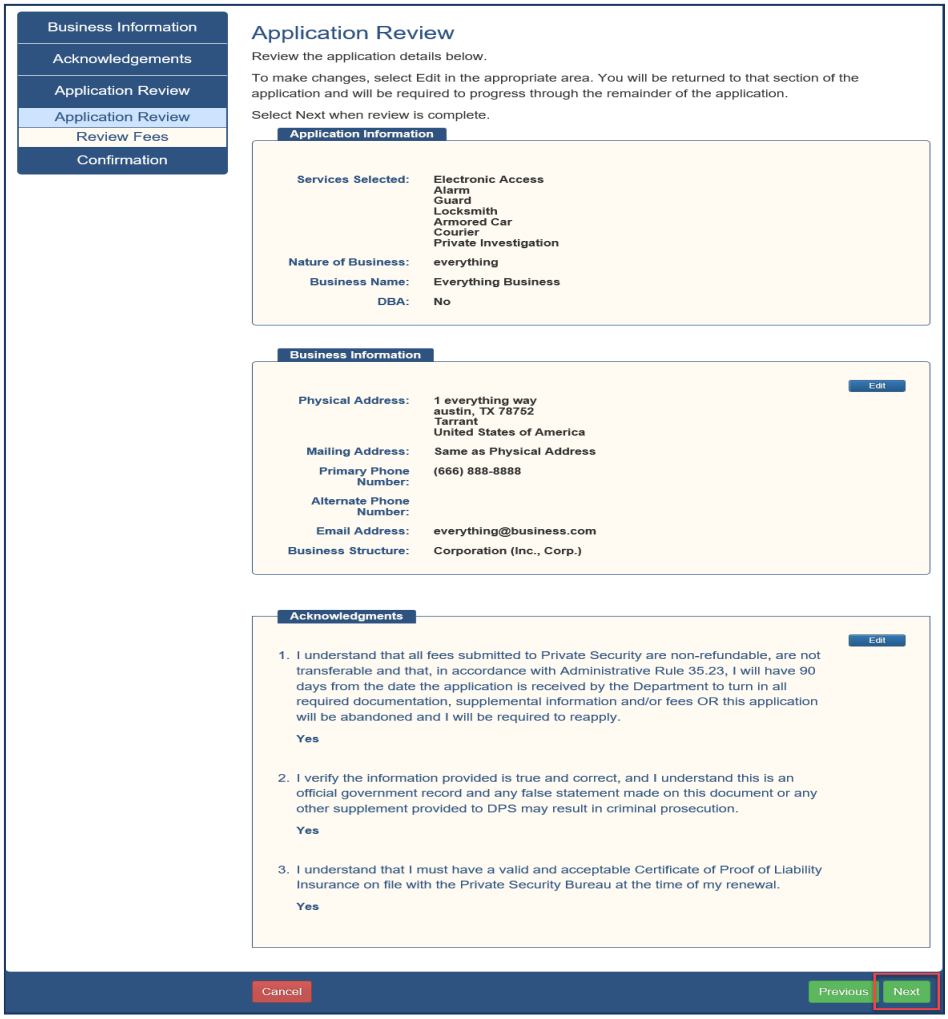
Phone number and email will pre-populate, make any necessary changes. Confirm email address. SelectNext.



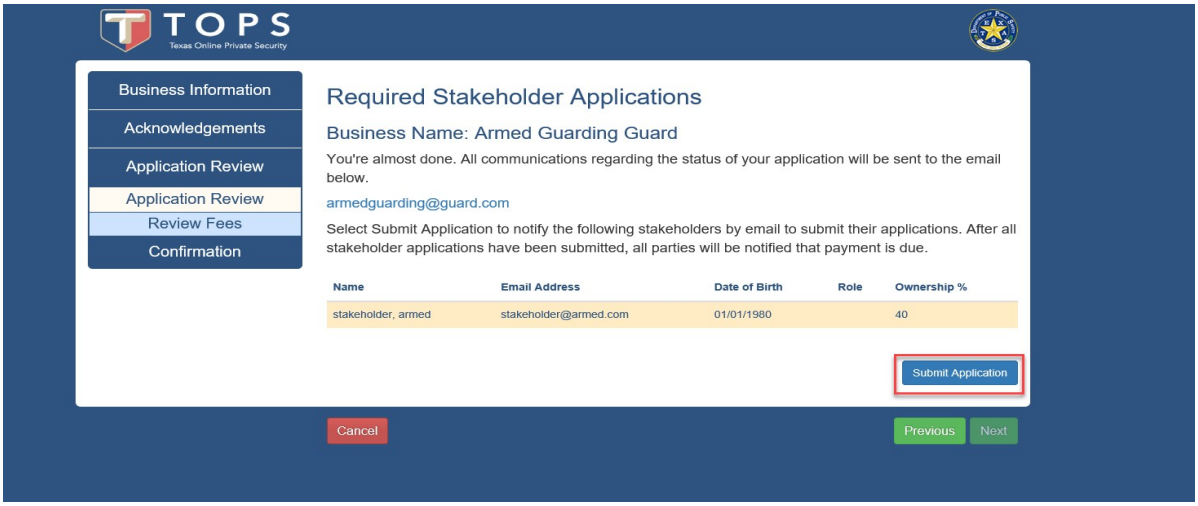
Complete acknowledgment section. Select Next.



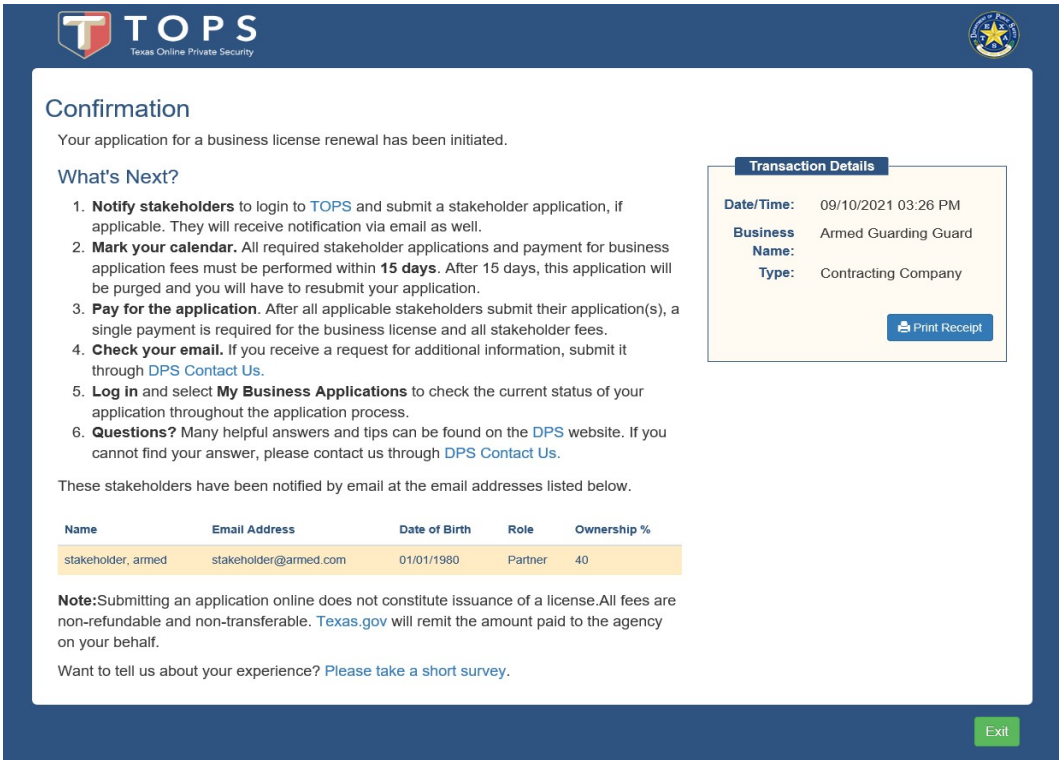
Confirm the information on the Application Review screen is correct. If any changes are needed, select Edit. If no changes are needed, select Next.



Review required stakeholer applications, then select Submit Application.

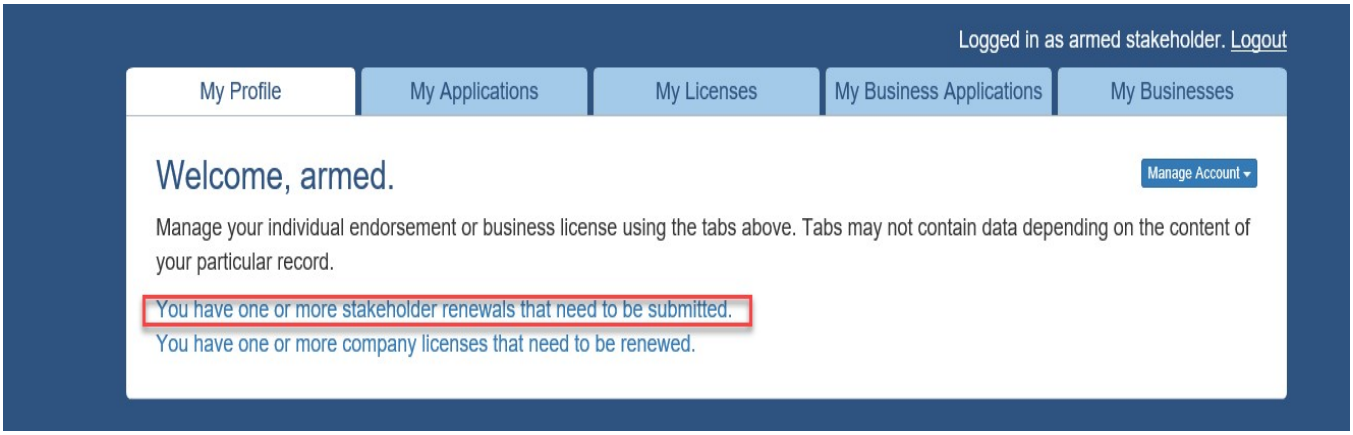


Confirmation Page – renewal has been initiated. Select Exit button. Notify non-majority stakeholders to submit their renewal applications through TOPS.

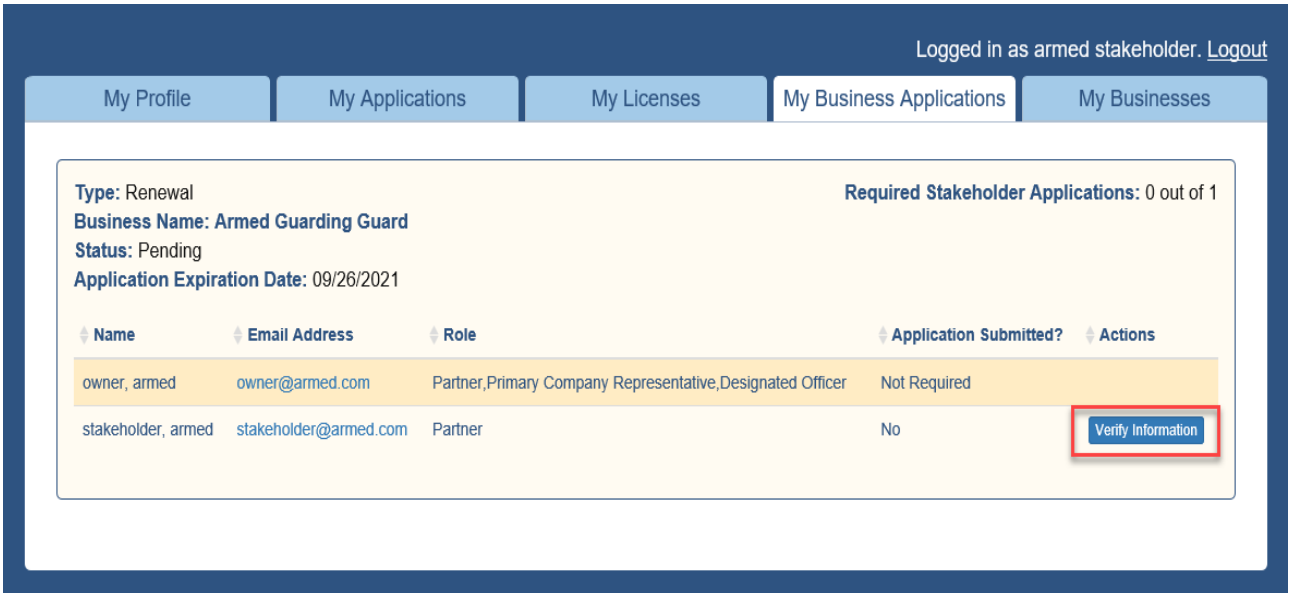


Instructions for non-majority stakeholders

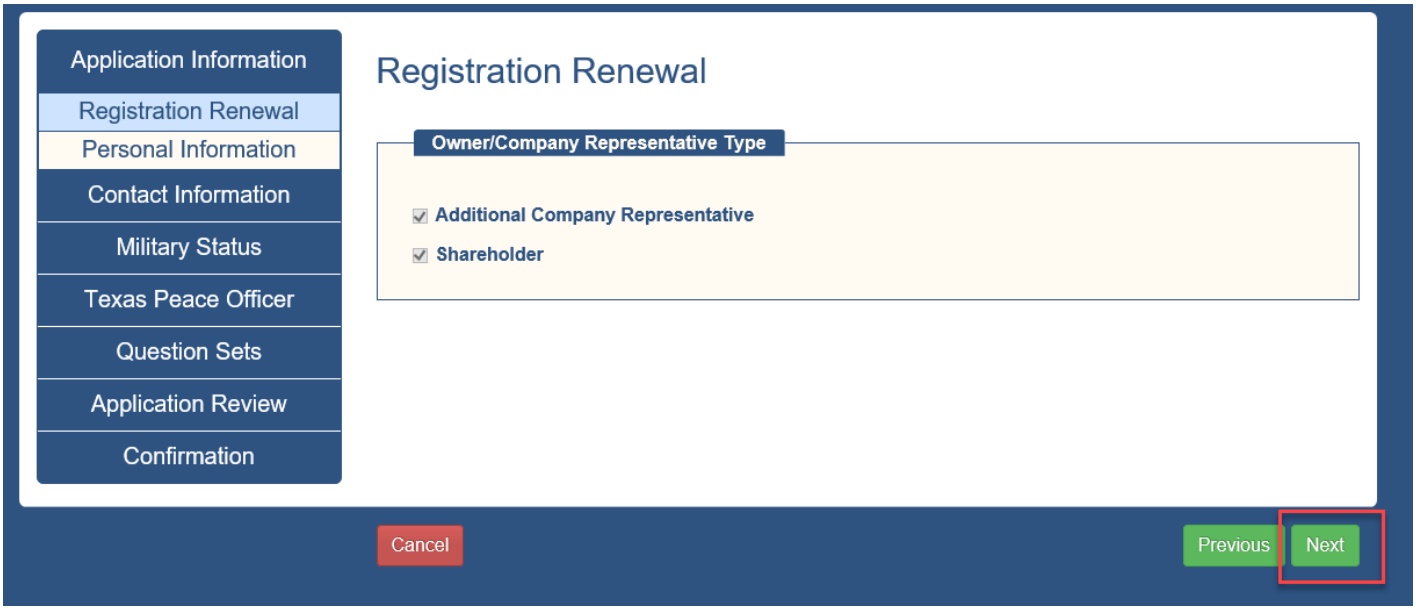
After signing into TOPS, the individual will select the notification link regarding stakeholder renewals, which will navigate to the renewal application (My Business Applications tab).



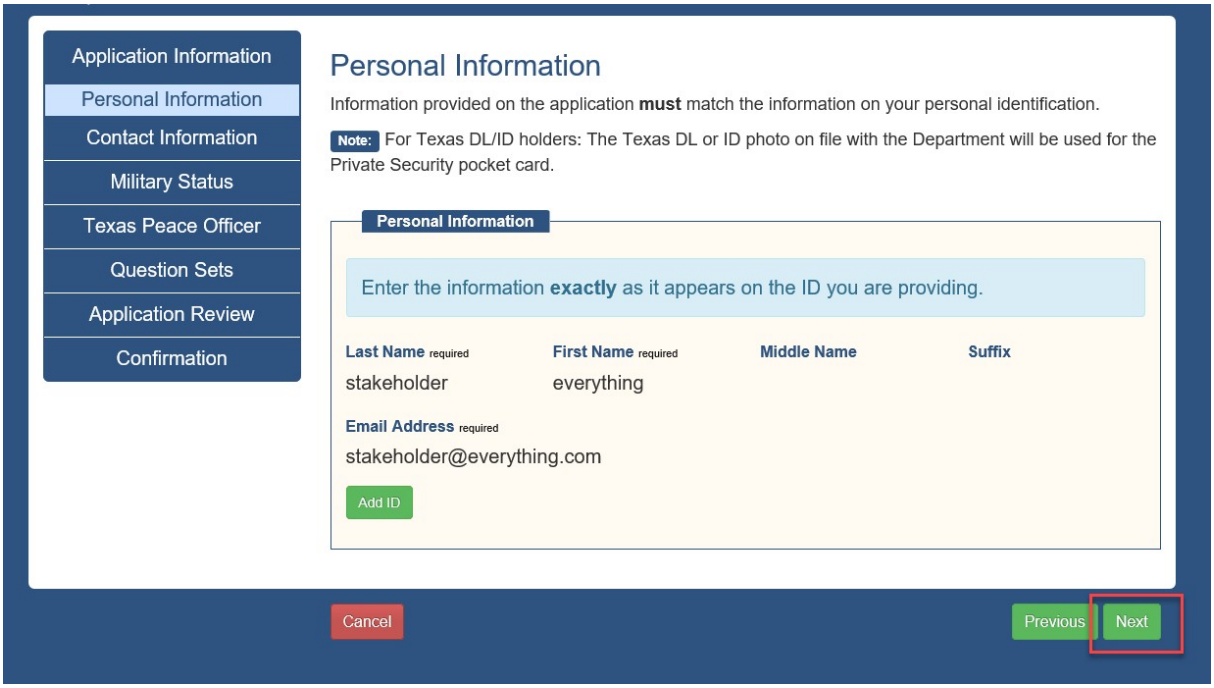
Select Verify Information to start the non-majority stakeholder renewal application.



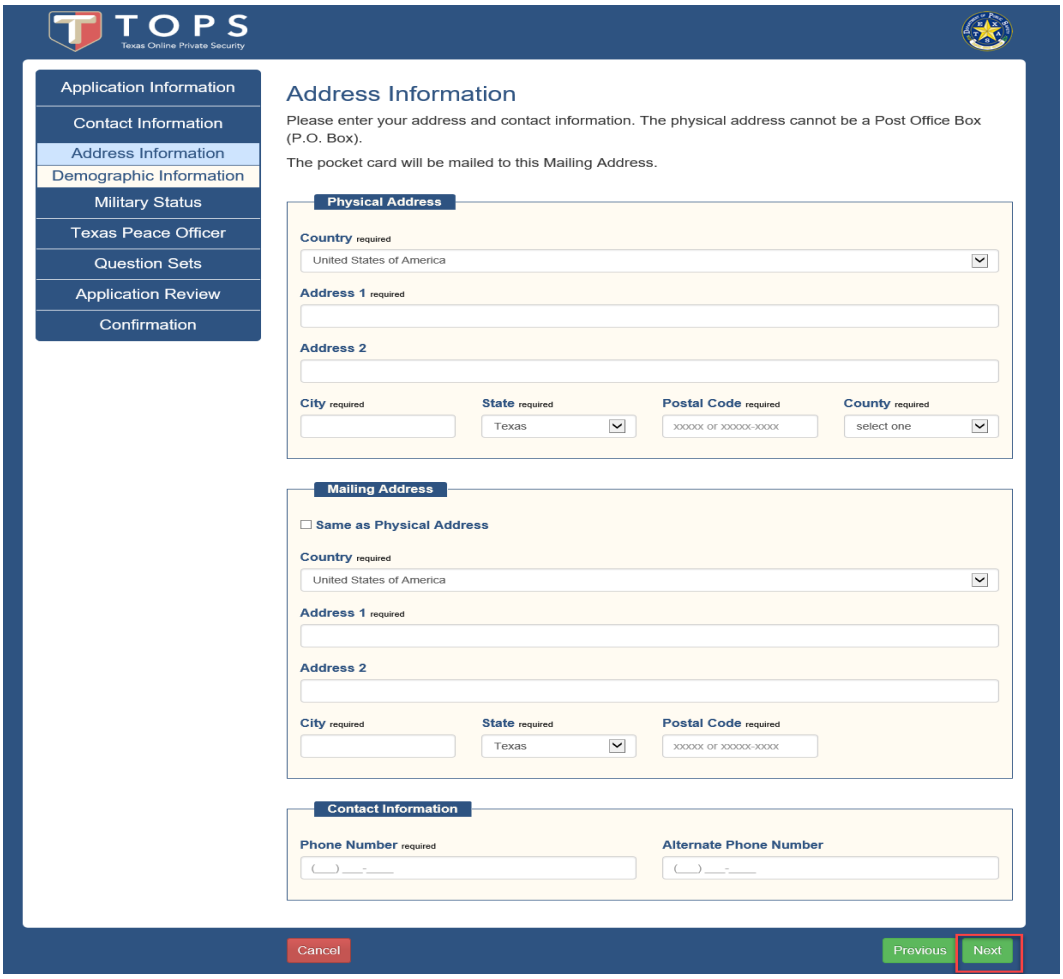
Verify the selection(s) for the Owner/Company Representative Type are correct, then select Next.



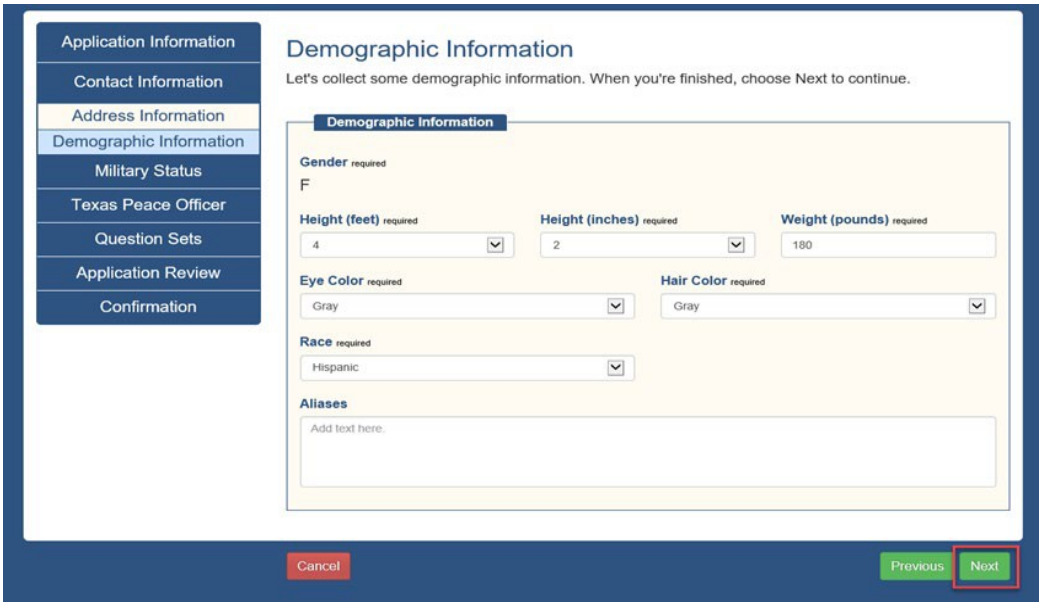
Verify personal information, then select Next.



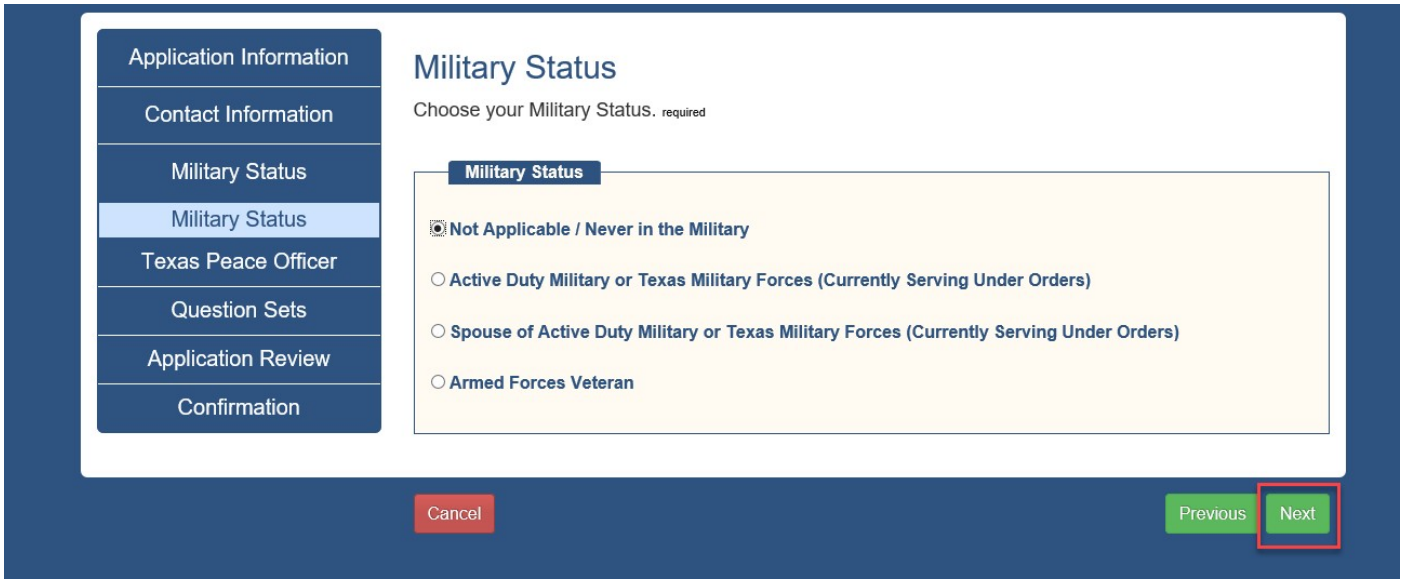
Enter address information, then select Next.

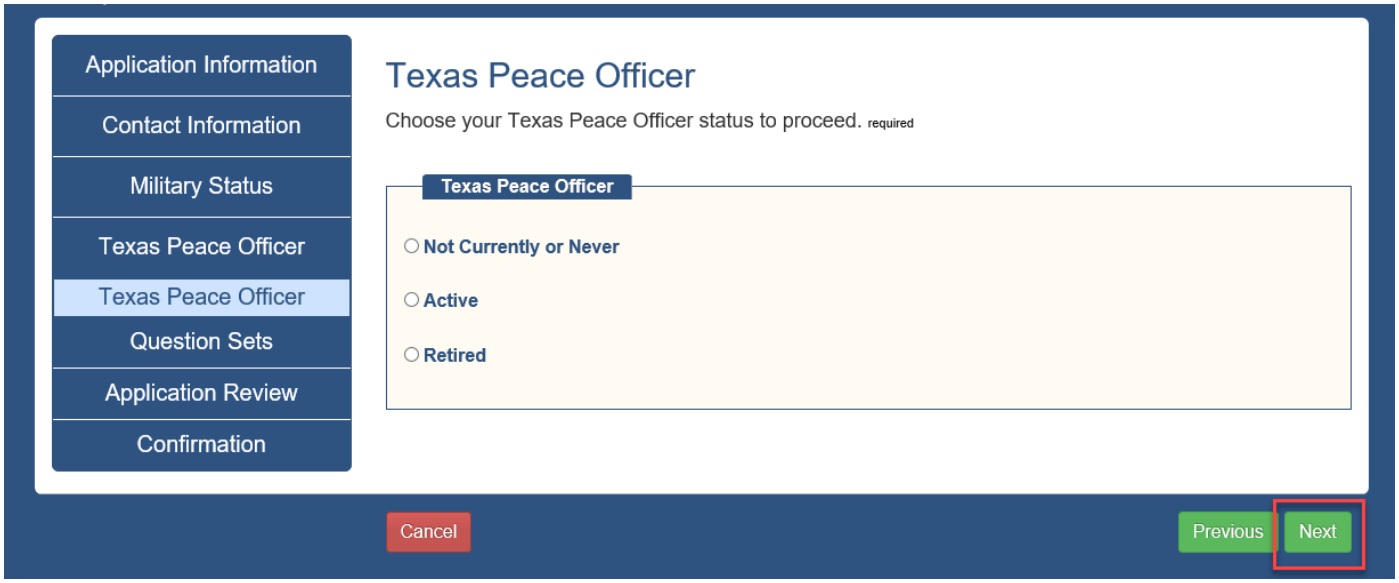


Review pre-populated demographic information, make any necessary changes, then select Next.

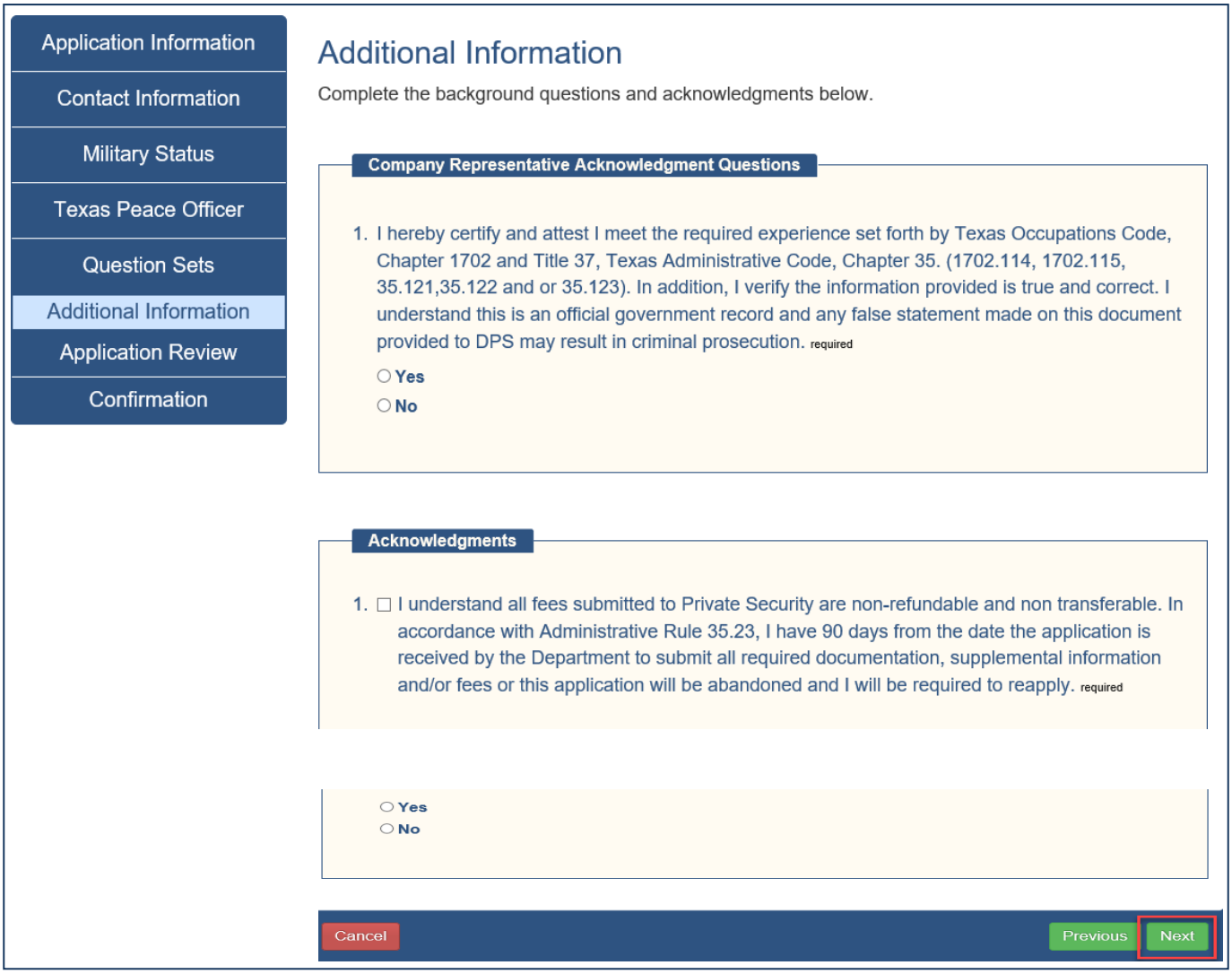


Choose military status, then select Next.

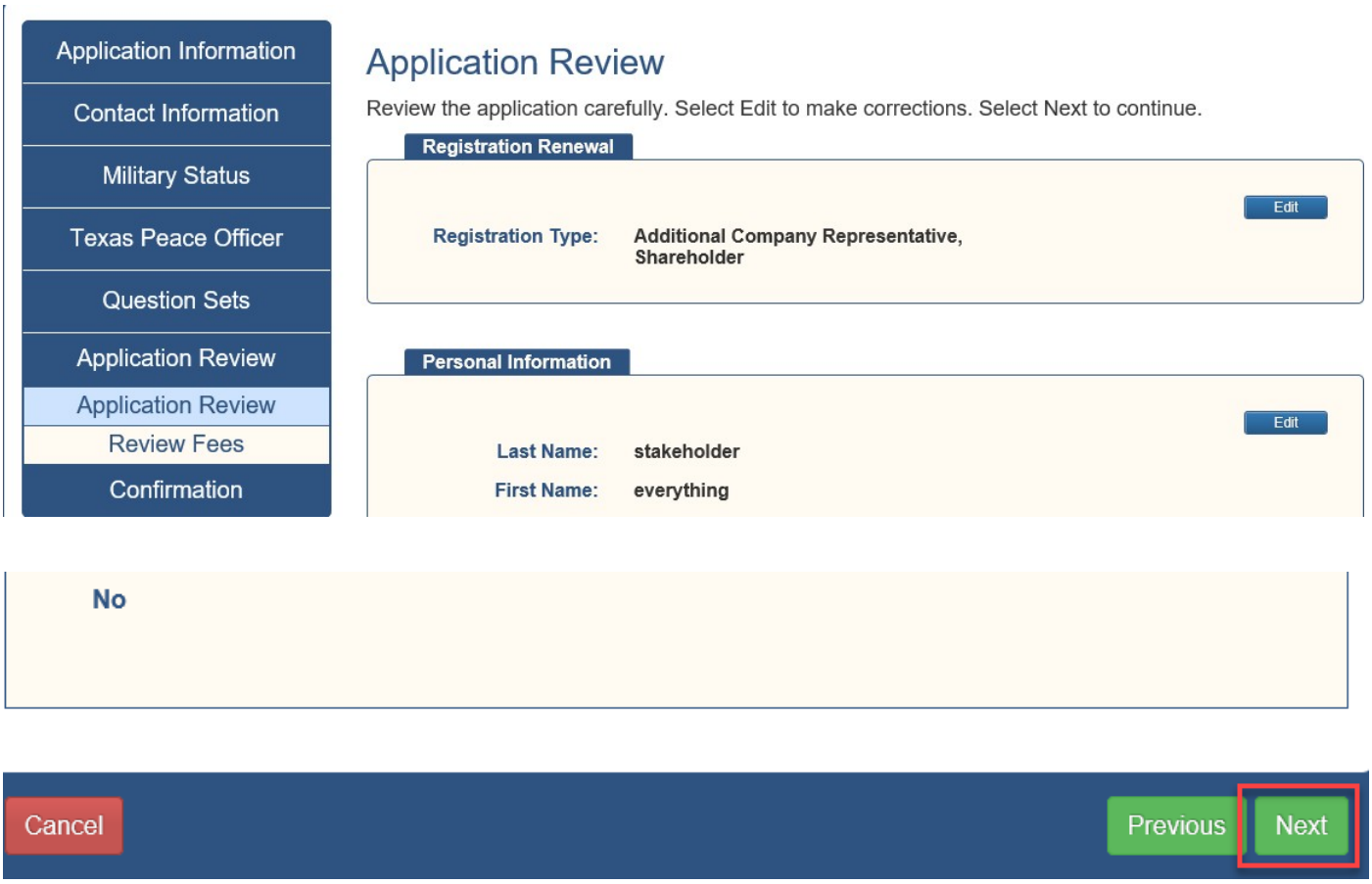




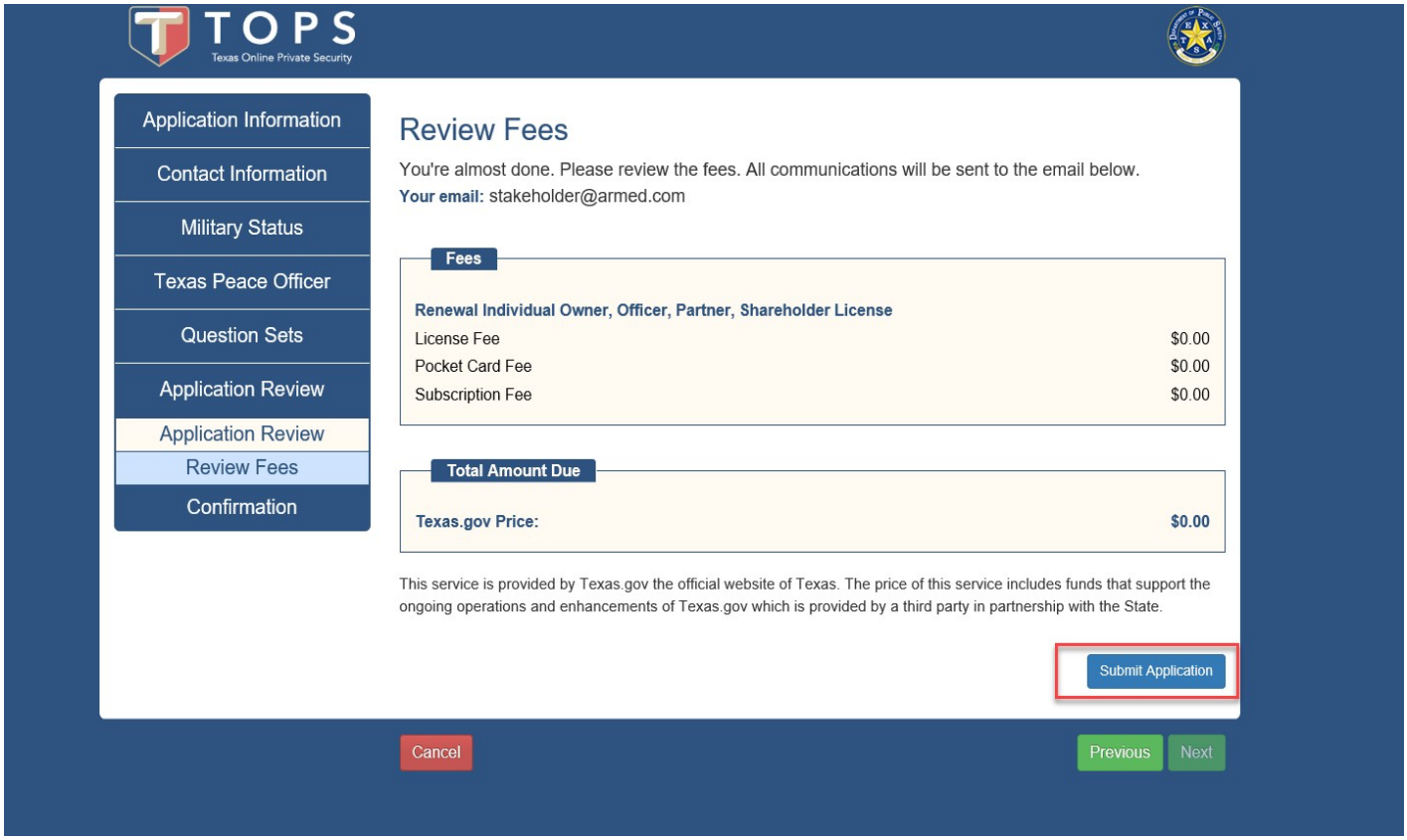
Acknowledgement & Background Questions: Read carefully and select the appropriate answer. Application can proceed if all questions are answered and all acknowledgements checked.



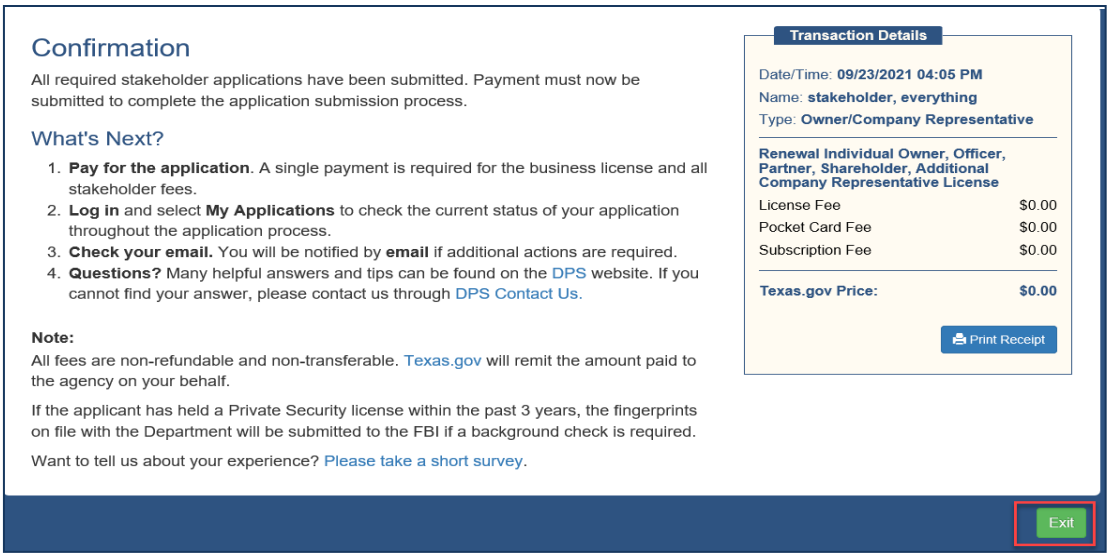
Select NEXT after you have verified the information on the review screen is correct. If corrections are needed, select the edit button on the section requiring the correction.



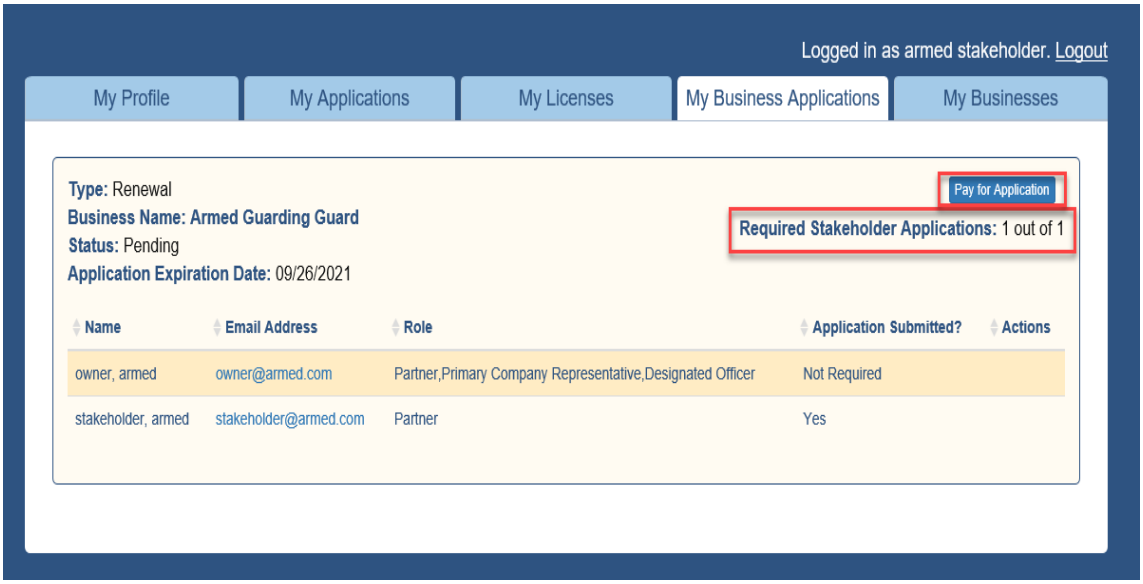
Review fees and select Submit Application.



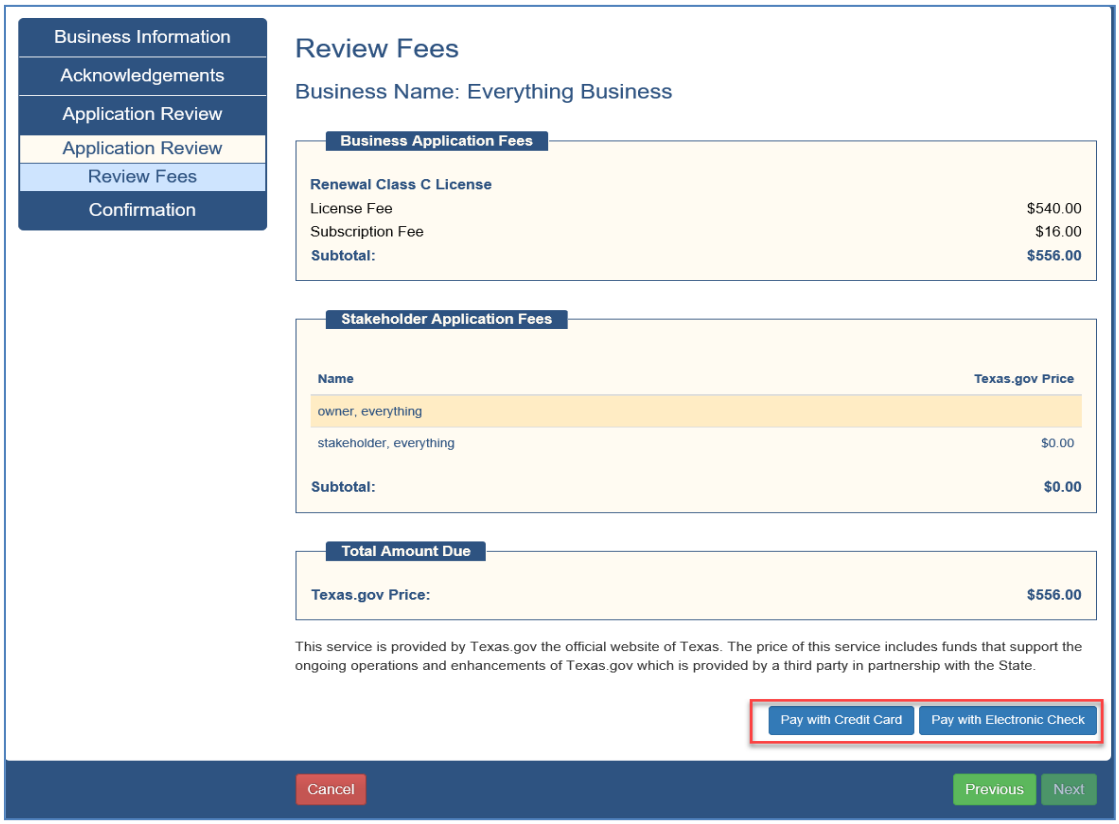
You will see a confirmation page informing you of any additional action you need to take. Once you review the confirmation page, Select Exit. This will navigate you back to stakeholder profile.



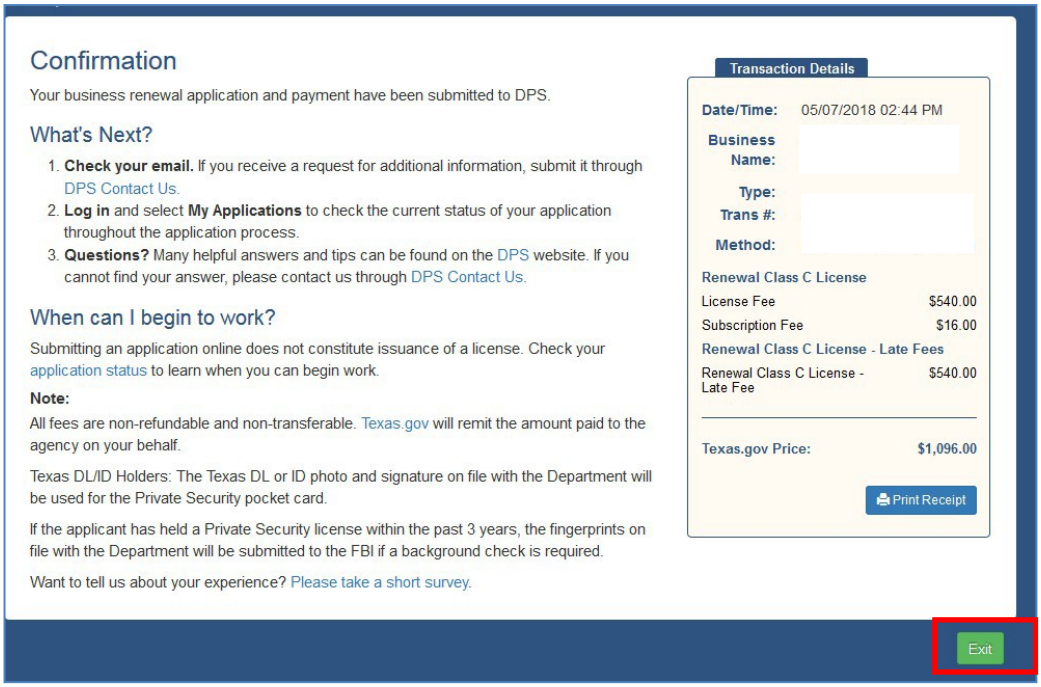
Once all required stakeholders have completed their renewal, a Pay for Application button will appear in the My Business Applications tab. To pay, select the Pay for Application button. Any stakeholder will have the ability to pay for Busines Renewal application.



Review the fees and select your payment option.

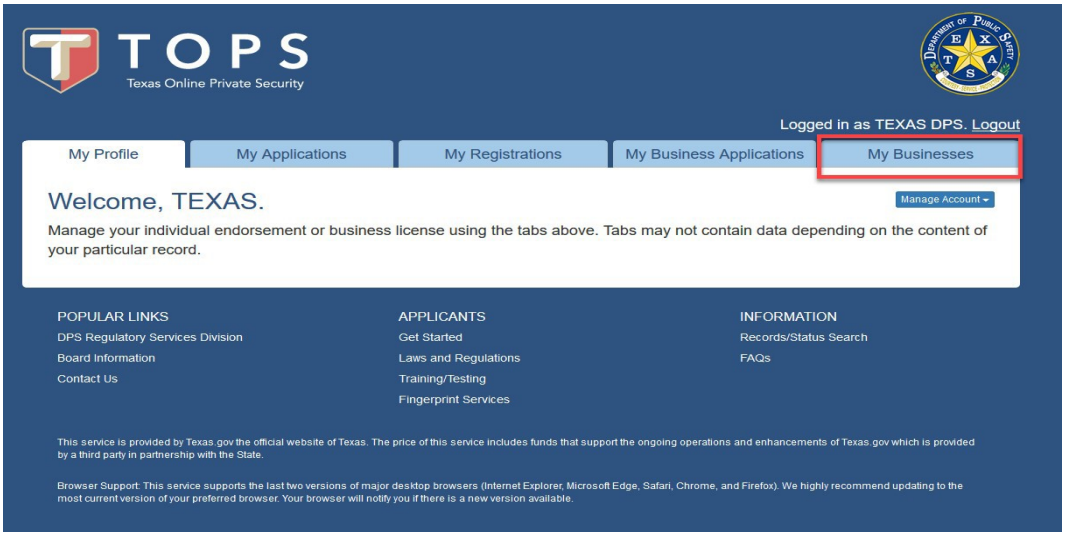


Once payment is complete, the confirmation page will be displayed.

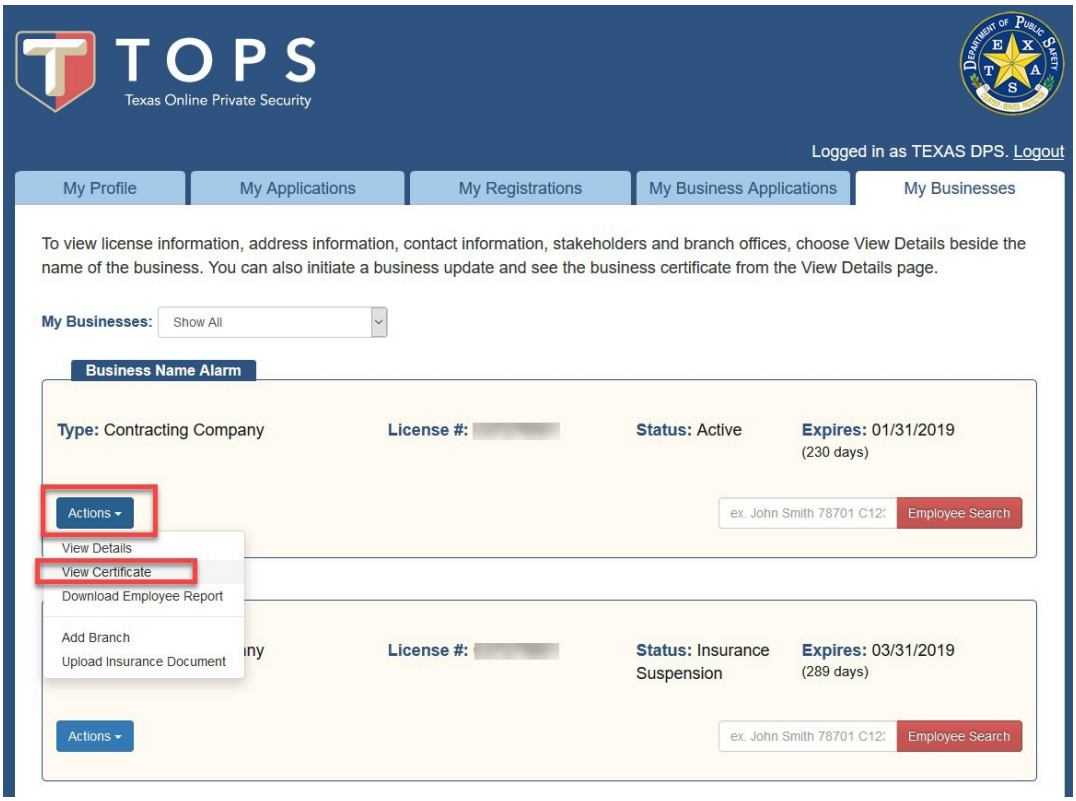


Select Exit to return to your profile. Once the renewal is complete you can print your Certificate of Licensure.

To print your Certificate of Licensure, select the My Businesses tab.



Locate the company for which you need to print the certificate. Select the Actions button. From the dropdown menu, select view certificate.



You now have your certificate displayed. Verify the expiration date and print or save the certificate.

Certificate of Licensure

The Private Security Board Certifies that:

BUSINESS NAME ALARM

[redacted]

Is Duly Licensed as

Investigations / Security Contractor
Alarm Company
Private Investigation Company

Director, Department of Public Safety

EXPIRES: 01/31/2019

This certificate affirms the above stated company is licensed pursuant to Texas Occupations code 1702. The license will expire on date stated above.
Texas Department of Public Safety, Regulatory Services Division. 5806 Guadalupe Street, Austin, Texas 78752.
http://www.dps.texas.gov