

Renewing a Business License

- When does a business license need to be renewed?
 - Business licenses are renewed annually. 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 can renew 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 can renew 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.

The screenshot displays the TOPS (Texas Online Private Security) website. The header features the TOPS logo and the Texas Department of Public Safety seal. The main content area includes a welcome message, instructions for users, and a 'Sign In' form. The 'Sign In' form is highlighted with a red border and contains fields for 'Email Address' and 'Password', both marked as 'required'. Below these fields are 'Login' and 'Can't Login?' buttons. A hand holding a smartphone is shown in the center, displaying the TOPS mobile app interface. The footer contains three columns of links: 'POPULAR LINKS', 'APPLICANTS', and 'INFORMATION'.

TOPS
Texas Online Private Security

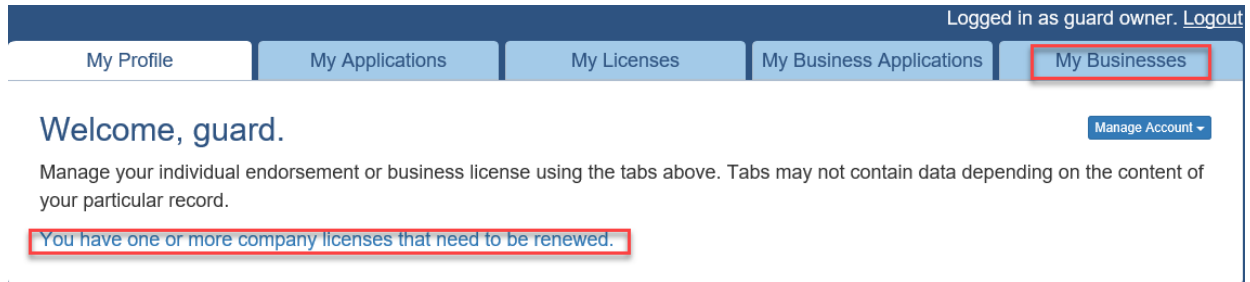
Sign In
Email Address required
Password required
Login
Can't Login?

POPULAR LINKS
DPS Regulatory Services Division
Board Information

APPLICANTS
Get Started
Laws and Regulations

INFORMATION
Records/Status Search
FAQs

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 need to be made to the stakeholders, click the green Update button and complete a Business Update application prior to renewal.

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Stakeholder Information

Please review the list of stakeholders and verify the information is correct. If there are individuals listed that are no longer part of the company they will need to be removed via Business Update application. Click on the Update button to initiate the update application to make the necessary changes. If no changes are required, click Next to continue with the business renewal.

Name	Email Address	Date of Birth	Role	Ownership %
owner, armed	owner@armed.com	01/01/1980		60
stakeholder, armed	stakeholder@armed.com	01/01/1980		40

Update **Previous** **Next**

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

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

Business Address

Enter the business address(es). Physical address cannot be a Post Office Box.
If the address you have listed is your home address, be advised your submission of this document will constitute a waiver of the confidentiality of your address (as provided in Texas Occupations Code §1702.085).

Physical Address

Country required
United States of America

Address 1 required

Address 2

City required State required Postal Code required County required

Mailing Address

☒ Same as Physical Address

Cancel **Previous** **Next**

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

The screenshot shows the 'Business Contact Information' form. On the left is a sidebar with links: Business Information, Acknowledgements, Application Review, and Confirmation. The main heading is 'Business Contact Information' with the instruction 'Enter the business contact information.' Below this is a 'Contact Info' tab. The form contains several input fields: 'Phone Number required', 'Alternate Phone Number', 'Email Address required', 'Confirm Email Address required', and 'Website'. A red rectangular box highlights the 'Confirm Email Address required' field. A red arrow points from a callout box on the right to this field. The callout box contains the text 'Email address will need to be typed in.' At the bottom of the form are 'Cancel', 'Previous', and 'Next' buttons. The 'Next' button is highlighted with a red box.

Business Information
Acknowledgements
Application Review
Confirmation

Business Contact Information

Enter the business contact information.

Contact Info

Enter the business phone number(s)

Phone Number required Alternate Phone Number

Enter the business email address

Note: All correspondence will be sent to this email address.

Email Address required Confirm Email Address required

Enter the business website address

Website

Cancel Previous Next

Email address will need to be typed in.

Complete acknowledgment section. Select Next.

The screenshot shows the 'Acknowledgments' form. On the left is a sidebar with links: Business Information, Acknowledgements, Application Review, and Confirmation. The main heading is 'Acknowledgments' with a sub-tab 'Acknowledgments'. The form contains three numbered items, each with a checkbox and a 'required' label. At the bottom of the form are 'Cancel', 'Previous', and 'Next' buttons. The 'Next' button is highlighted with a red box.

Business Information
Acknowledgements
Application Review
Confirmation

Acknowledgments

Acknowledgments

- ☐ 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 the application is received by the Department 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
- ☐ I verify the information provided is true and correct, and I understand this is an official government record and any false statement made on this document or any other supplement provided to DPS may result in criminal prosecution. required
- ☐ I understand that I must have a valid and acceptable Certificate of Proof of Liability Insurance on file with the Private Security Bureau at the time of my renewal. required

Cancel Previous 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.

Business Information

Acknowledgements

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: Electronic Access
Alarm
Guard
Locksmith
Armored Car
Courier
Private Investigation

Nature of Business: everything

Business Name: Everything Business

DBA: No

Business Information

Physical Address: 1 everything way
austin, TX 78762
Tarrant
United States of America

Mailing Address: Same as Physical Address

Primary Phone Number: (666) 888-8888

Alternate Phone Number:

Email Address: everything@business.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 the application is received by the Department 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 the information provided is true and correct, and I understand this is an official government record and any false statement made on this document or any other supplement provided to DPS may result in criminal prosecution.

Yes

3. I understand that I must have a valid and acceptable Certificate of Proof of Liability Insurance on file with the Private Security Bureau at the time of my renewal.

Yes

Edit

Cancel

Previous

Next

Review required stakeholder applications, then select Submit Application.

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Business Information

Acknowledgements

Application Review

Application Review

Review Fees

Confirmation

Required Stakeholder Applications

Business Name: Armed Guarding Guard

You're almost done. All communications regarding the status of your application will be sent to the email below.

armedguarding@guard.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 %
stakeholder, armed	stakeholder@armed.com	01/01/1980		40



Submit Application

Cancel

Previous

Next

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



Confirmation

Your application for a business license renewal 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 Business 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 %
stakeholder, armed	stakeholder@armed.com	01/01/1980	Partner	40

Note: Submitting an application online does not constitute issuance of a license. 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](#).

Exit

Transaction Details

Date/Time: 09/10/2021 03:26 PM

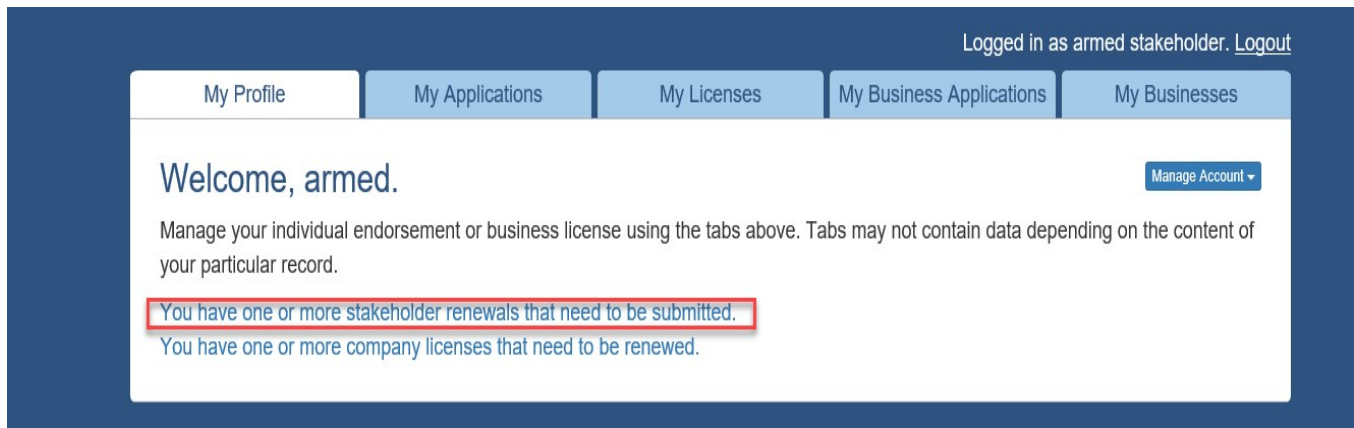
Business Name: Armed Guarding Guard

Type: Contracting Company

Print Receipt

Instructions for non-majority stakeholders

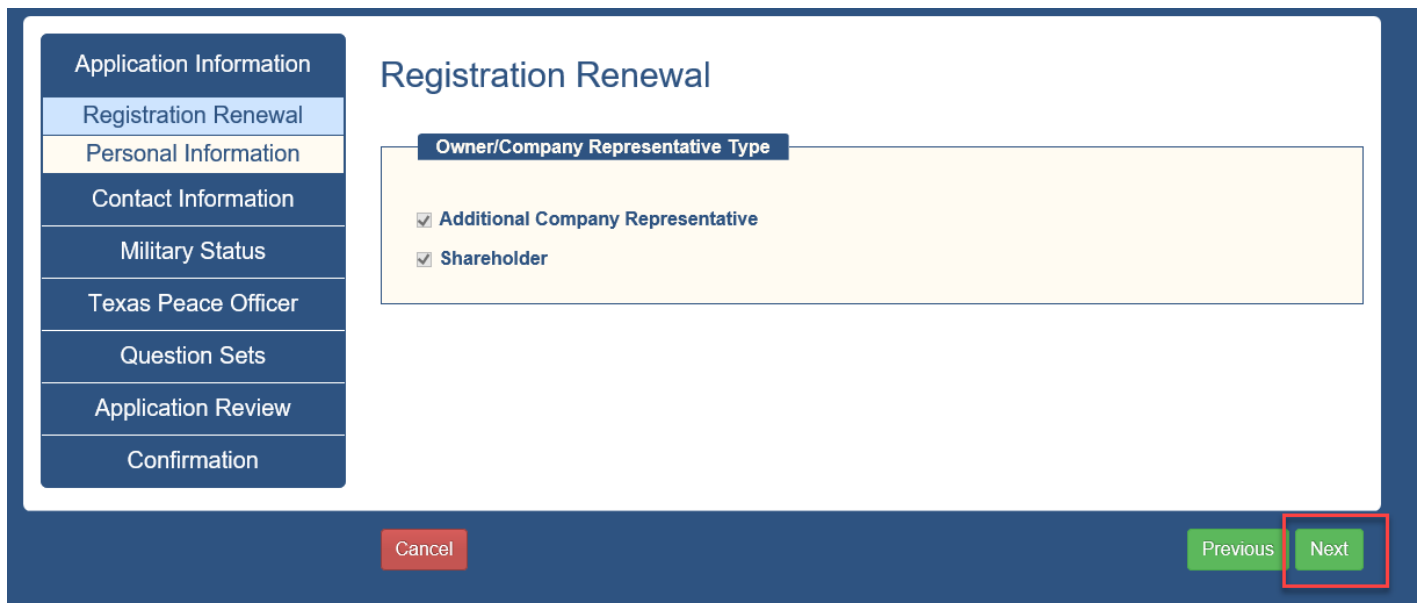
After signing into TOPS, the individual will select the notification link regarding stakeholder renewals, which will navigate to the renewal application (My Business Applications tab).



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

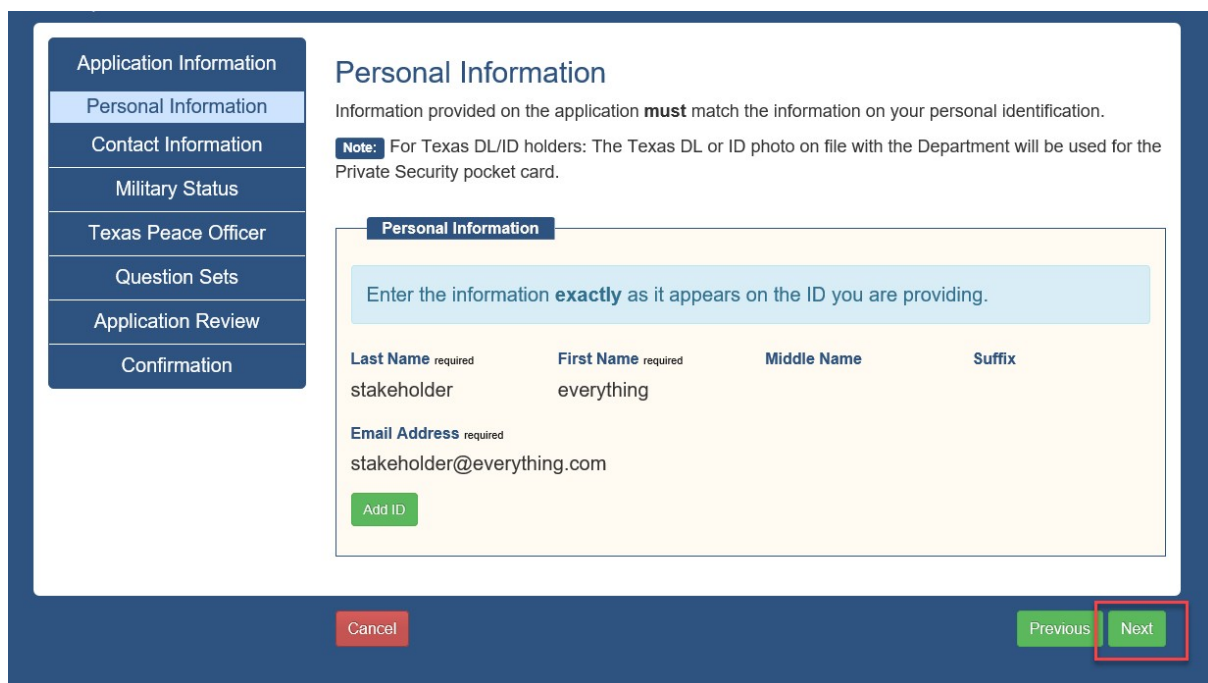


Verify the selection(s) for the Owner/Company Representative Type are correct, then select Next.



The screenshot shows the 'Registration Renewal' form. On the left is a vertical sidebar with menu items: Application Information, Registration Renewal (highlighted), Personal Information, Contact Information, Military Status, Texas Peace Officer, Question Sets, Application Review, and Confirmation. The main content area is titled 'Registration Renewal' and contains a section 'Owner/Company Representative Type' with two checked options: 'Additional Company Representative' and 'Shareholder'. At the bottom, there are three buttons: 'Cancel' (red), 'Previous' (green), and 'Next' (green, highlighted with a red border).

Verify personal information, then select Next.



The screenshot shows the 'Personal Information' form. The left sidebar is identical to the previous form, with 'Personal Information' highlighted. The main content area is titled 'Personal Information' and includes a note: 'Information provided on the application **must** match the information on your personal identification. **Note:** For Texas DL/ID holders: The Texas DL or ID photo on file with the Department will be used for the Private Security pocket card.' Below this is a 'Personal Information' section with a light blue instruction box: 'Enter the information **exactly** as it appears on the ID you are providing.' The form contains the following fields: 'Last Name' (required) with value 'stakeholder', 'First Name' (required) with value 'everything', 'Middle Name' (empty), 'Suffix' (empty), 'Email Address' (required) with value 'stakeholder@everything.com', and an 'Add ID' button. At the bottom, there are three buttons: 'Cancel' (red), 'Previous' (green), and 'Next' (green, highlighted with a red border).

Enter address information, then select Next.

The screenshot shows the 'Address Information' step of the TOPS application. The left sidebar contains a menu with 'Address Information' highlighted. The main content area has a title 'Address Information' and instructions: 'Please enter your address and contact information. The physical address cannot be a Post Office Box (P.O. Box). The pocket card will be mailed to this Mailing Address.' Below this are three sections: 'Physical Address', 'Mailing Address', and 'Contact Information'. Each section contains fields for Country, Address 1, Address 2, City, State, Postal Code, and County. The 'Contact Information' section has fields for Phone Number and Alternate Phone Number. At the bottom right, the 'Next' button is highlighted with a red box.

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Address Information

Please enter your address and contact information. The physical address cannot be a Post Office Box (P.O. Box).
The pocket card will be mailed to this Mailing Address.

Physical Address

Country required
United States of America

Address 1 required

Address 2

City required State required Postal Code required County required
Texas select one

Mailing Address

☐ Same as Physical Address

Country required
United States of America

Address 1 required

Address 2

City required State required Postal Code required
Texas

Contact Information

Phone Number required Alternate Phone Number

Cancel Previous **Next**

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

The screenshot shows the 'Demographic Information' step of the TOPS application. The left sidebar contains a menu with 'Demographic Information' highlighted. The main content area has a title 'Demographic Information' and instructions: 'Let's collect some demographic information. When you're finished, choose Next to continue.' Below this is a section titled 'Demographic Information' containing fields for Gender, Height (feet), Height (inches), Weight (pounds), Eye Color, Hair Color, Race, and Aliases. The 'Next' button at the bottom right is highlighted with a red box.

Demographic Information

Let's collect some demographic information. When you're finished, choose Next to continue.

Demographic Information

Gender required
F

Height (feet) required Height (inches) required Weight (pounds) required
4 2 180

Eye Color required Hair Color required
Gray Gray

Race required
Hispanic

Aliases
Add text here.

Cancel Previous **Next**

Choose military status, then select Next.

Application Information

Contact Information

Military Status

Military Status

Texas Peace Officer

Question Sets

Application Review

Confirmation

Military Status

Choose your Military Status. required

Military Status

☒ Not Applicable / Never in the Military

☐ Active Duty Military or Texas Military Forces (Currently Serving Under Orders)

☐ Spouse of Active Duty Military or Texas Military Forces (Currently Serving Under Orders)

☐ Armed Forces Veteran

Cancel

Previous

Next

Application Information

Contact Information

Military Status

Texas Peace Officer

Texas Peace Officer

Question Sets

Application Review

Confirmation

Texas Peace Officer

Choose your Texas Peace Officer status to proceed. required

Texas Peace Officer

☐ Not Currently or Never

☐ Active

☐ Retired

Cancel

Previous

Next

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

Application Information	<h2>Additional Information</h2> <p>Complete the background questions and acknowledgments below.</p> <div><h3>Company Representative Acknowledgment Questions</h3><p>1. I hereby certify and attest I meet the required experience set forth by Texas Occupations Code, Chapter 1702 and Title 37, Texas Administrative Code, Chapter 35. (1702.114, 1702.115, 35.121, 35.122 and or 35.123). In addition, I verify the information provided is true and correct. I understand this is an official government record and any false statement made on this document provided to DPS may result in criminal prosecution. <small>required</small></p><p><input type="radio"/> Yes <input type="radio"/> No</p></div> <div><h3>Acknowledgments</h3><p>1. <input type="checkbox"/> I understand all fees submitted to Private Security are non-refundable and non transferable. In accordance with Administrative Rule 35.23, I have 90 days from the date the application is received by the Department to submit all required documentation, supplemental information and/or fees or this application will be abandoned and I will be required to reapply. <small>required</small></p><p><input type="radio"/> Yes <input type="radio"/> No</p></div> <div><div>Cancel</div><div>Previous</div><div>Next</div></div>
Contact Information	
Military Status	
Texas Peace Officer	
Question Sets	
Additional Information	
Application Review	
Confirmation	

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.

Application Information

Contact Information

Military Status

Texas Peace Officer

Question Sets

Application Review

Application Review

Review Fees

Confirmation

Application Review

Review the application carefully. Select Edit to make corrections. Select Next to continue.

Registration Renewal

Registration Type:

Additional Company Representative,
Shareholder

Edit

Personal Information

Last Name:

stakeholder

First Name:

everything

Edit

No

Cancel

Previous

Next

REV 10-01-2021

Review fees and select Submit Application.

The screenshot shows the 'Review Fees' page of the TOPS application. On the left is a navigation menu with options: Application Information, Contact Information, Military Status, Texas Peace Officer, Question Sets, Application Review, Application Review (highlighted), Review Fees (highlighted), and Confirmation. The main content area is titled 'Review Fees' and includes a message: 'You're almost done. Please review the fees. All communications will be sent to the email below. Your email: stakeholder@armed.com'. Below this is a table of fees for a 'Renewal Individual Owner, Officer, Partner, Shareholder License': License Fee (\$0.00), Pocket Card Fee (\$0.00), and Subscription Fee (\$0.00). A 'Total Amount Due' section shows the 'Texas.gov Price' as \$0.00. A disclaimer states that the service is provided by Texas.gov and includes funds for ongoing operations. At the bottom right, the 'Submit Application' button is highlighted with a red box. At the bottom left, there are 'Cancel', 'Previous', and 'Next' buttons.

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Texas Online Private Security

Review Fees

You're almost done. Please review the fees. All communications will be sent to the email below.
Your email: stakeholder@armed.com

Fees

Renewal Individual Owner, Officer, Partner, Shareholder License	
License Fee	\$0.00
Pocket Card Fee	\$0.00
Subscription Fee	\$0.00

Total Amount Due

Texas.gov Price:	\$0.00
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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.

Submit Application

Cancel Previous Next

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.

The screenshot shows the 'Confirmation' page. It states that all required stakeholder applications have been submitted and payment must now be submitted to complete the process. Under 'What's Next?', there are four steps: 1. Pay for the application, 2. Log in and select My Applications, 3. Check your email, and 4. Questions?. A 'Note' section mentions that fees are non-refundable and non-transferable, and that Texas.gov will remit the amount. It also notes that fingerprints will be submitted if the applicant has held a license in the past 3 years. A link to 'Please take a short survey' is provided. On the right, a 'Transaction Details' box shows the date/time (09/23/2021 04:05 PM), name (stakeholder, everything), type (Owner/Company Representative), and the same fee breakdown as the previous page. A 'Print Receipt' button is located below the fee table. At the bottom right, the 'Exit' button is highlighted with a red box.

Confirmation

All required stakeholder applications have been submitted. Payment must now be submitted to complete the application submission process.

What's Next?

- Pay for the application.** A single payment is required for the business license and all stakeholder fees.
- Log in** and select **My Applications** to check the current status of your application throughout the application process.
- Check your email.** You will be notified by **email** if additional actions are required.
- 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**.

Note:
All fees are non-refundable and non-transferable. **Texas.gov** will remit the amount paid to the agency on your behalf.
If the applicant has held a Private Security license within the past 3 years, the fingerprints on file with the Department will be submitted to the FBI if a background check is required.
Want to tell us about your experience? [Please take a short survey](#).

Transaction Details

Date/Time: 09/23/2021 04:05 PM
Name: stakeholder, everything
Type: Owner/Company Representative

Renewal Individual Owner, Officer, Partner, Shareholder, Additional Company Representative License	
License Fee	\$0.00
Pocket Card Fee	\$0.00
Subscription Fee	\$0.00

Texas.gov Price: \$0.00

Print Receipt

Exit

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 Business Renewal application.

Logged in as armed stakeholder. [Logout](#)

My Profile My Applications My Licenses **My Business Applications** My Businesses

Type: Renewal
 Business Name: Armed Guarding Guard
 Status: Pending
 Application Expiration Date: 09/26/2021

[Pay for Application](#)

Required Stakeholder Applications: 1 out of 1

Name	Email Address	Role	Application Submitted?	Actions
owner, armed	owner@armed.com	Partner, Primary Company Representative, Designated Officer	Not Required	
stakeholder, armed	stakeholder@armed.com	Partner	Yes	

Review the fees and select your payment option.

Business Information
 Acknowledgements
 Application Review
Application Review
 Review Fees
 Confirmation

Review Fees

Business Name: Everything Business

Business Application Fees

Renewal Class C License	
License Fee	\$540.00
Subscription Fee	\$16.00
Subtotal:	\$556.00

Stakeholder Application Fees

Name	Texas.gov Price
owner, everything	
stakeholder, everything	\$0.00
Subtotal:	\$0.00

Total Amount Due

Texas.gov Price:	\$556.00
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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.

[Pay with Credit Card](#) [Pay with Electronic Check](#)

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

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

Confirmation

Your business renewal application and payment have been submitted to DPS.

What's Next?

1. **Check your email.** If you receive a request for additional information, submit it through [DPS Contact Us](#).
2. **Log in** and select **My Applications** to check the current status of your application throughout the application process.
3. **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](#).

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.

Texas DL/ID Holders: The Texas DL or ID photo and signature on file with the Department will be used for the Private Security pocket card.

If the applicant has held a Private Security license within the past 3 years, the fingerprints on file with the Department will be submitted to the FBI if a background check is required.

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

Transaction Details

Date/Time: 05/07/2018 02:44 PM

Business Name:

Type:

Trans #:

Method:

Renewal Class C License	
License Fee	\$540.00
Subscription Fee	\$16.00
Renewal Class C License - Late Fees	
Renewal Class C License - Late Fee	\$540.00


Texas.gov Price: \$1,096.00


[Print Receipt](#)

[Exit](#)

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.

**T O P S**
Texas Online Private Security



Logged in as **TEXAS DPS**. [Logout](#)

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

Welcome, TEXAS.

Manage your individual endorsement or business license using the tabs above. Tabs may not contain data depending on the content of your particular record.

[Manage Account](#)

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](#)

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.

Browser Support: This service supports the last two versions of major desktop browsers (Internet Explorer, Microsoft Edge, Safari, Chrome, and Firefox). We highly recommend updating to the most current version of your preferred browser. Your browser will notify you if there is a new version available.

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



Logged in as TEXAS DPS. [Logout](#)


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

To view license information, address information, contact information, stakeholders and branch offices, choose View Details beside the name of the business. You can also initiate a business update and see the business certificate from the View Details page.

My Businesses:

Business Name Alarm

Type: Contracting Company


License #: 


Status: Active

Expires: 01/31/2019
(230 days)

Actions ▾
View Details
View Certificate
Download Employee Report
Add Branch
Upload Insurance Document

[Employee Search](#)

Type: ny

License #: 

Status: Insurance
Suspension

Expires: 03/31/2019
(289 days)

Actions ▾

[Employee Search](#)

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

