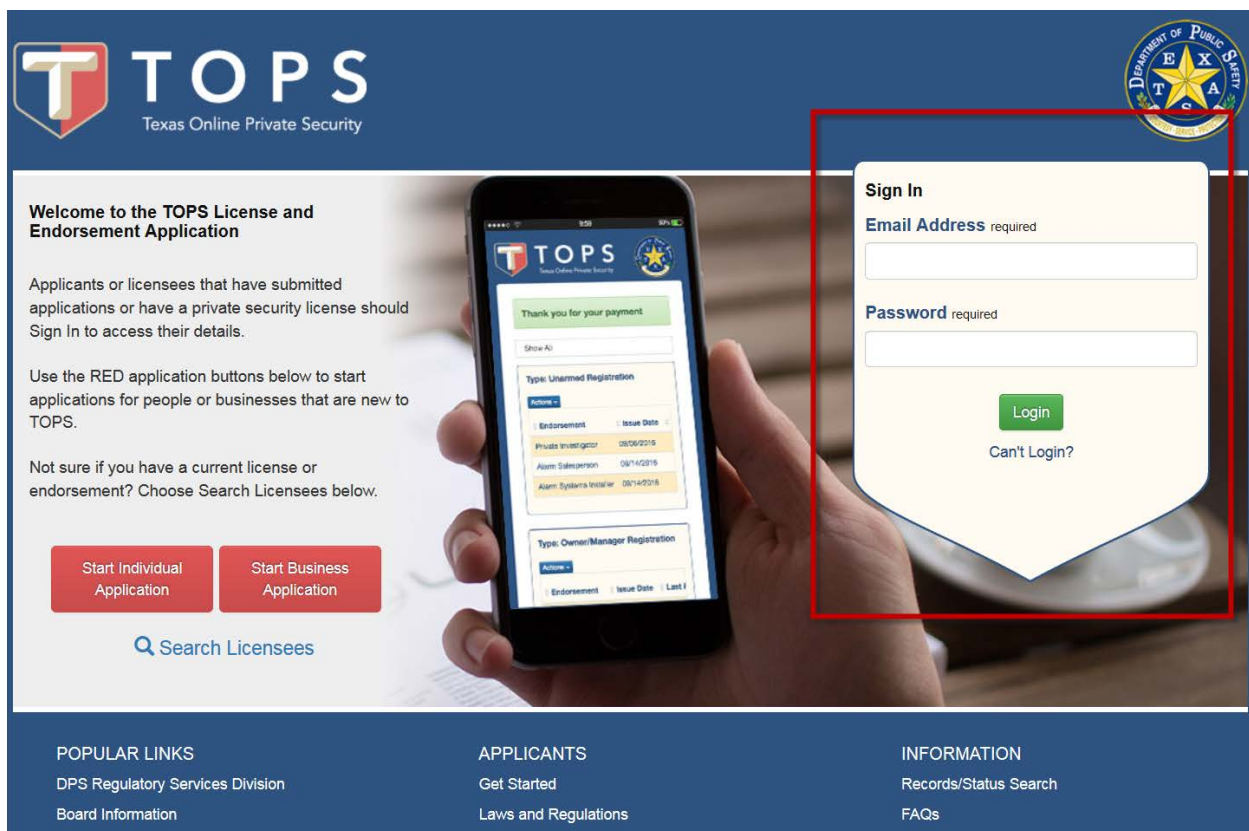


## Change of Address and Requesting a Duplicate Pocket Card

- An address change can be completed at any time. It is recommend you update your address before requesting a duplicate pocket card. There is no charge for an address change.
- Duplicate Pocket Cards can be requested for Active (non-expired) registrations. The fee for a duplicate pocket card is \$17.
- Duplicate Pocket Cards are generated on the business day following the request, and are mailed out within 5-7 business days to the applicant’s mailing address via USPS.

Individual registrants [Sign-In](#) with their personal email address to access their profile. 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 image shows a screenshot of 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 is divided into two sections. On the left, there is a 'Welcome to the TOPS License and Endorsement Application' section with instructions for users and buttons for 'Start Individual Application' and 'Start Business Application'. On the right, a 'Sign In' form is highlighted with a red border, containing fields for 'Email Address required' and 'Password required', a 'Login' button, and a 'Can't Login?' link. Below the main content, there are three columns of 'POPULAR LINKS', 'APPLICANTS', and 'INFORMATION' with various sub-links.

**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](#)

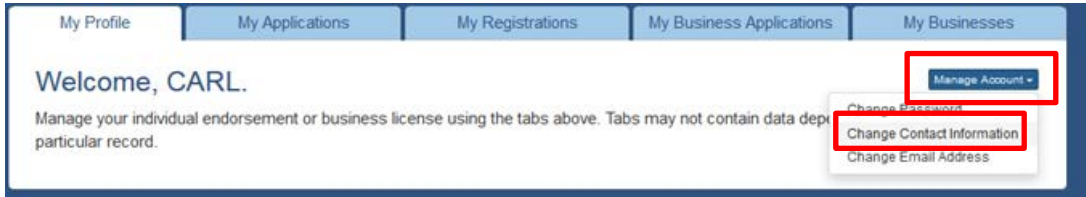
[Can't Login?](#)

**POPULAR LINKS**  
DPS Regulatory Services Division  
Board Information

**APPLICANTS**  
Get Started  
Laws and Regulations

**INFORMATION**  
Records/Status Search  
FAQs

Once logged in, click Manage Account, and select Change Contact Information



Enter the new physical/mailling address and/or phone number. Select Submit.

Please enter your address and contact information. The physical address cannot be a Post Office Box (P.O. Box).

**Physical Address**

Country  
select one ▼

Line 1

Line 2

City  Postal Code

**Mailing Address**

Same as Physical Address

Country  
select one ▼

Line 1

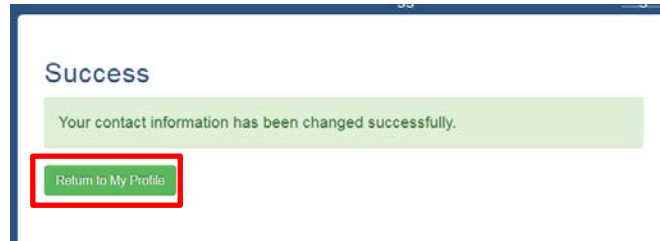
Line 2

City  Postal Code

**Phone Number**

Phone Number  Phone Number   
ex. +1(512)555-5555 or ex. +1(512)555-5555 or  
+52-55-55-5555 +52-55-55-5555

Select green button Return to My Profile



## To request a duplicate pocket card

Select the My Registrations tab. Select the Actions button associated with the registration type for the duplicate pocket card you are requesting.



Select Request Duplicate Pocket Card



The registration type will be listed for the duplicate pocket card you are requesting. Select Next

**Application Review**

**Request Duplicate Pocket Card**

Review the following information carefully. Select Next to continue.

**Application Type**

Application Type: Owner/Manager Registration  
Registration Type: Manager

Cancel Previous **Next**

Review the fees. After selecting Submit Application you will enter a common check out screen to submit your payment via credit card. Follow the prompts to submit your payment.

**Application Review**

**Review Fees**

**Fees**

<b>Duplicate Pocket Card Fees</b>	
Duplicate Pocket Card Fee	\$15.00
Subscription Fee	\$2.00
<hr/>	
<b>Texas.gov Price:</b>	<b>\$17.00</b>

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

Once payment is complete the Confirmation page will show a receipt (this can be printed for record keeping). Select Exit to return to profile.

## Confirmation

Your duplicate pocket card request has been submitted to DPS. After processing, your pocket card will be mailed to your mailing address of record.

**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.

**Thank you for your payment!**  
Want to tell us about your experience? [Please take a short survey.](#)

### Transaction Details

Date/Time: 05/07/2018 03:01 PM  
Type: **Owner/Manager Registration**  
Trans #: 405PZ62158268  
Method: **MASTERCARD: XXXX6781**

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**Duplicate Pocket Card Fees**

Duplicate Pocket Card Fee	\$15.00
Subscription Fee	\$2.00

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**Texas.gov Price:** \$17.00

[Print Receipt](#)

[Exit](#)