

# Employee Terminations

\*Terminations for business stakeholders must be submitted using the [Notification of Termination for Company Management Employee \(PSP-19A\)](#) form located on the Forms page of the [Private Security Website](#).

- If you are a Business Stakeholders (owner / partner /corporate officer / shareholder / qualified manager), [Sign-In](#) with your personal email address (not the business email address) to search for employees affiliated with your company.
- 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 titled "Welcome to the TOPS License and Endorsement Application" and includes instructions for users. A hand is holding a smartphone displaying the TOPS mobile app interface, which shows a "Thank you for your payment" message and a list of licenses. A red box highlights a "Sign In" form on the right side of the page, which includes fields for "Email Address required" and "Password required", a "Login" button, and a "Can't Login?" link. 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).

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

**TOPS**  
Texas Online Private Security

Department of Public Safety  
TEXAS  
1845

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

POPULAR LINKS  
DPS Regulatory Services Division  
Board Information  
Contact Us

APPLICANTS  
Get Started  
Laws and Regulations  
Training/Testing

INFORMATION  
Records/Status Search  
FAQs

- If you are a stakeholder in more than 1 business, you will need to locate the appropriate business listing.
- Type the employee's name in the search field
- Check the employee report to verify spelling if you are having trouble locating the employee name.

**T** **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](#)

**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

- Locate the individual requiring the termination. If it is the correct, click the “Select” button.

The screenshot shows the TOPS (Texas Online Private Security) web interface. At the top left is the TOPS logo with the text "Texas Online Private Security". At the top right is the Texas Department of Public Safety logo. Below the logos, it says "Logged in as Sample Person. Logout". A navigation bar contains tabs for "My Profile", "My Applications", "My Registrations", "My Business Applications", and "My Businesses". The "My Business Applications" tab is active, showing a "Private Security Company" profile. The profile details include: Type: Contracting Company, License #: C04161901, Status: Active, and Expires: 05/31/2018. Below these details are buttons for "Add Branch", "View Details", "View Certificate", and "Employee Report". There is also a search box containing "franklin" and an "Employee Search" button. A table below lists employees with columns for Name, Email Address, Address, and Actions. The first row shows "Franklin, Ben" with email "bf@dps.texas.gov" and address "Austin, TX". A blue "Select" button is next to this row, with a red arrow pointing to it.

Name	Email Address	Address	Actions
Franklin, Ben	bf@dps.texas.gov	Austin, TX	Select

- If your Employee has a pending application, click the “Terminate” button – OR – If your employee does not have a pending application click the “View/Terminate” button.

TOPS  
Texas Online Private Security

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

My Profile | My Applications | My Registrations | My Business Applications | My Businesses

Private Security Company / Franklin, Ben

**Paid Applications**

Select "View Checklist" to upload supporting documents for pending applications.

Name	Application Date	Abandonment Date	Termination Date	Status	Actions
Commissioned Security Officer	09/01/2017	10/30/2017		Pending	View Checklist Terminate

**Registrations**

Name	Issued On	Expiration Date	Status	Actions
No data available in table				

Back

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 Team gva 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.

© 2017 Version: 1.16.0.11

TOPS  
Texas Online Private Security

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

My Profile | My Applications | My Registrations | My Business Applications | My Businesses

Private Security Company / Franklin, Ben

**Paid Applications**

Name	Application Date	Abandonment Date	Termination Date	Status	Actions
No data available in table					

**Registrations**

Name	Issued On	Expiration Date	Status	Actions
Alarm Salesperson	06/16/2017	05/16/2019	Active	View/Terminate

Back

- Enter the termination date and click “Save” and you are all done.

The screenshot displays the TOPS (Texas Online Private Security) interface. A modal window titled "Commissioned Security Officer Affiliations" is open, showing details for "Private Security Company C04161901". The modal contains a table with two columns: "Employment Date" and "Termination Date". The "Employment Date" is set to 08/01/2017, and the "Termination Date" is set to 08/02/2017. Below the table are "Cancel" and "Save" buttons. The background shows the user's profile, a "Paid Applications" section with a table of applications, and a "Registrations" section.

**Commissioned Security Officer Affiliations**

Private Security Company C04161901  
Adding a termination date does not affect the status of paid applications or registrations.

Employment Date	Termination Date
08/01/2017	08/02/2017

[Cancel](#) [Save](#)

Select "View Checklist" to upload supporting documents for pending applications.

Name	Application Date	Abandonment Date	Termination Date	Status	Actions
Commissioned Security Officer	08/01/2017	10/30/2017		Pending	<a href="#">View Checklist</a> <a href="#">Terminate</a>

**Registrations**