

## Employee License Update Guidelines (Adding an employer)

Pursuant to Texas Occupations Code §1702.167 and §1702.234: An individual licensee may transfer (add an employer) his or her individual license from one employer to another no later than the 14th day after the individual license holder begins new employment.

Only the following active or renewable individual license types can add an employer

- Alarm Installer
- Alarm System Monitor
- Alarm Salesperson
- CE Instructor
- Commissioned Security Officer
- Electronic Access Control Device Installer
- Employee of License Holder
- Guard Dog Trainer
- Locksmith
- Non-Commissioned Security Officer
- Personal Protection Officer
- Private Investigator
- Security Consultant
- Security Salesperson
- Governmental Letter of Authority (GLOA) registrations can only be updated from one GLOA to another

If the license has been expired for more than one year, the license cannot be updated or renewed and an original application must be submitted.

The submission of an employee license update does not renew the license. It merely adds the new employer to the individual's license record. If the license has been expired for less than one year, the license will need to be renewed.

A new pocket card will not be issued with an employee license update. If a new pocket card is needed, please submit a duplicate pocket card request with the required fee. For instructions visit <https://www.dps.texas.gov/rsd/PSB/docs/chngAddrRgstngDPC.pdf>

The license update application must be initiated by the license holder, however, the payment may be submitted by either the individual license holder or the employer they are applying with. For instructions visit <https://www.dps.texas.gov/rsd/PSB/docs/empRegUpdtInstr.pdf>