

Employee Registration Update (Adding a new employer)

Before you begin, you will need:

- An existing registration (an employer cannot be added to an incomplete application).
- The company license number of the employer you are adding.

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 screenshot displays the TOPS (Texas Online Private Security) website. The header includes the TOPS logo and the Texas Department of Public Safety seal. The main content area features a 'Welcome to the TOPS License and Endorsement Application' message, instructions for users, and buttons for 'Start Individual Application' and 'Start Business Application'. A search bar for licensees is also present. A hand is shown holding a smartphone displaying the TOPS mobile app interface, which includes a 'Thank you for your payment' message and a list of registrations. A red box highlights a 'Sign In' form on the right side of the page, which contains 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).

Click on the "My Registrations" tab.

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Texas Online Private Security

Department of Public Safety

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

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

Welcome, Sample. [Manage Account](#)

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

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.

Click the Actions button for the endorsement type you want to update.

If you have multiple registrations, click the Registrations dropdown below and select the Registration Type to see your Endorsements.

My Registrations:

Type: Unarmed Registration License #: 34943002 [Actions](#)

Endorsement	Issue Date	Last Renewal	Expiration	Status
Alarm Salesperson	08/09/2017		06/13/2019 (673 days)	Active

Type: Owner/Manager Registration License #: 34943001 [Actions](#)

Endorsement	Issue Date	Last Renewal	Expiration	Status
Manager	06/13/2017		06/13/2019 (673 days)	Active

Select Add Employer. You will be taken to the next screen to select the specific Endorsement.

The screenshot shows the TOPS user interface. At the top, there is a navigation bar with the TOPS logo and the text 'Texas Online Private Security'. On the right, it says 'Logged in as Sample Person. Logout'. Below the navigation bar are tabs for 'My Profile', 'My Applications', 'My Registrations', 'My Business Applications', and 'My Businesses'. The 'My Registrations' tab is active. Below the tabs, there is a message: 'If you have multiple registrations, click the Registrations dropdown below and select the Registration Type to see your Endorsements.' Below this message is a dropdown menu labeled 'My Registrations:' with 'Show All' selected. There are two registration cards. The first card is for 'Type: Unarmed Registration' with License #: 34943002. It has a table with columns: Endorsement, Issue Date, Last Renewal, Expiration, and Status. The table has one row: Alarm Salesperson, 08/09/2017, (blank), 06/13/2019 (673 days), Active. To the right of the table is an 'Actions' dropdown menu with 'Add Employer' and 'Request Duplicate Pocket Card' options. A red arrow points to the 'Add Employer' option. The second card is for 'Type: Owner/Manager Registration' with License #: 34943001. It has a table with columns: Endorsement, Issue Date, Last Renewal, Expiration, and Status. The table has one row: Manager, 06/13/2017, (blank), 06/13/2019 (673 days), Active.

In the example shown, the individual only has one unarmed endorsement.

The screenshot shows the TOPS user interface for the 'Unarmed Registration' screen. On the left, there is a navigation menu with options: 'Application Information', 'Personal Information', 'Employment Information', 'Contact Information', 'Question Sets', 'Application Review', and 'Confirmation'. The 'Unarmed Registration' title is displayed, followed by the instruction 'Now, choose the appropriate endorsement. required'. Below this is a section titled 'Unarmed Registration Type' with a dropdown menu. The 'Alarm Salesperson' option is selected. At the bottom of the screen, there are three buttons: 'Cancel', 'Previous', and 'Next'. A red arrow points to the 'Next' button.

Since the applicant is already in the system, the personal information required is less than on an original application. Click next

The screenshot shows the TOPS (Texas Online Private Security) interface. On the left is a navigation menu with options: Application Information, Personal Information (highlighted), Employment Information, Contact Information, Question Sets, Application Review, and Confirmation. The main content area is titled "Personal Information" and includes a note: "Now it's time to gather some personal information. The name provided on the application should match the name on your personal identification." Below this is another 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." The form fields are: Last Name (required, value: Person), First Name (required, value: Sample), Middle Name, and Suffix. Below these is the Email Address (required, value: email@email.com) and an "Add ID" button. At the bottom right, a red arrow points to the "Next" button.

This is a required field for an Employee Information Update. Entering the business license number will populate the name of the business, verify the name before proceeding.

The screenshot shows the TOPS (Texas Online Private Security) interface. On the left is a navigation menu with options: Application Information, Personal Information, Employment Information (highlighted), Contact Information, Question Sets, Application Review, and Confirmation. The main content area is titled "Employment Information" and includes a note: "Enter your employment information for this endorsement. If you don't know your employer's license number, please contact them before proceeding." Below this is another note: "You do not have to be employed to submit an application. A pocket card will not be issued until you are registered with a licensed employer. Additional fees may apply." The form fields are: Business License Number (required, value: C04161901), Business Name (value: Private Security Company), and Date of Employment (required, value: 08/09/2017). At the bottom right, a red arrow points to the "Next" button.

You must enter an address and phone number. Physical address cannot be a PO 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
123 Any Street

Address 2

City required: Austin | State required: Texas | Postal Code required: 78752 | County required: Travis

Mailing Address

Same as Physical Address

Contact Information

Phone Number required: (512) 424-2000 | Alternate Phone Number

Cancel Previous Next

This information is populated with the information DPS currently has in our records. Update as necessary.

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Texas Online Private Security

Demographic Information

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

Demographic Information

Gender required: M

Height (feet) required: 6 | Height (inches) required: 6 | Weight (pounds) required: 640

Eye Color required: Blue | Hair Color required: Blonde

Race required: Other

Aliases
Add text here.

Cancel Previous Next

Provide a short description of your job duties.

T **TOPS**
Texas Online Private Security

Application Information
Contact Information
Address Information
Demographic Information
Duties
Question Sets
Application Review
Confirmation

Duties

Give us a brief description of the Duties you'll be performing.

Duties

Duties required

296 characters remaining

Cancel Previous Next

Read carefully and select the appropriate answer. Application cannot proceed if all questions are not answered and all acknowledgements checked.

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Additional Information
Complete the background questions and acknowledgments below.



Background Information Questions

1. Have you ever been convicted, in any jurisdiction, of a felony level offense? required
 Yes - Less than 10 years since completing my sentence or probationary period.
 Yes - More than 10 years since completing my sentence or probationary period.
 No
2. Have you ever been convicted, in any jurisdiction, of a Class A or equivalent misdemeanor? required
 Yes - Less than 5 years since completing my sentence or probationary period.
 Yes - More than 5 years since completing my sentence or probationary period.
 No
3. Have you, within the past 5 years, been convicted, in any jurisdiction, of a Class B misdemeanor or equivalent offense? required
 Yes
 No
4. Are you currently charged with, or under indictment for, a felony, or Class A misdemeanor? required
 Yes
 No
5. Are you currently charged with a Class B misdemeanor? required
 Yes
 No
6. Have you ever been found by a court to be incompetent by reason of mental defect? required
 Yes
 No
7. Were you discharged from the military? required
 Yes
 Yes - I received a dishonorable discharge, a bad conduct discharge, or an other than honorable discharge, from Armed Forces. I must submit a copy of my DD-214.
 No
8. Are you required to register as a sex offender, in Texas or any other state? required
 Yes
 No

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 of notice of a deficiency, 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
2. I verify that the information provided is true and correct, and I understand that this is an official Government record and that any false statement made on this document or any other supplement provided to DPS may result in criminal prosecution. required
3. I understand, any pending charges or conviction referred to above require the submission of the appropriate court documentation, with this application. Failure to report an arrest or conviction, later found by a fingerprint search, may result in denial or revocation of a license based solely on the material misstatement of fact in this application. required
4. I acknowledge I have reviewed the eligibility criteria of Texas Occupations Code §1702.113 and the definition of "conviction" provided in §1702.371. In addition, I acknowledge I have reviewed the disqualifying offenses listed in Texas Administrative Code §35.4. required
5. I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy. I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Privacy Act of 1974 (5 USC 552a). I understand my fingerprints will be searched by and against civil, criminal and latent fingerprints in the Next Generation Identification (NGI) system. I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306. required

Each section has an edit button. The edit button will take you to the selected section to make corrections. Then you must progress through the screens again and make any additional changes required.



Application Information

Contact Information

Question Sets

Application Review

Application Review

Review Fees

Confirmation

Application Review

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

Application Type

Application Type: Unarmed Registration [Edit](#)

Registration Type: Locksmith

employmentDate: 08/09/2017

Bus. License No.: C04161901

Business Name: Private Security Company

Personal Information

Last Name: Person [Edit](#)

First Name: Sample

Middle Name:

Suffix:

Email Address: **email@email.com**

ID Type:

ID Number:

Contact Information

Physical Address [Edit](#)
123 Any Street
Austin, TX 78752
Travis

Mailing Address: Same as Physical Address

Primary Phone Number: (512) 424-2000

Secondary Phone Number:

Gender: Male

Height (feet): 6

Height (inches): 6

Weight (lbs): 640

Eye Color: Blue

Hair Color: Blonde

Race: Other

Aliases:

Duties: Work

Acknowledgments

Edit

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 of notice of a deficiency, 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 that the information provided is true and correct, and I understand that this is an official Government record and that any false statement made on this document or any other supplement provided to DPS may result in criminal prosecution.

Yes

3. I understand, any pending charges or conviction referred to above require the submission of the appropriate court documentation, with this application. Failure to report an arrest or conviction, later found by a fingerprint search, may result in denial or revocation of a license based solely on the material misstatement of fact in this application.

Yes

4. I acknowledge I have reviewed the eligibility criteria of Texas Occupations Code §1702.113 and the definition of 'conviction' provided in §1702.371. In addition, I acknowledge I have reviewed the disqualifying offenses listed in Texas Administrative Code §35.4.

Yes

5. I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy. I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Privacy Act of 1974 (5 USC 552a). I understand my fingerprints will be searched by and against civil, criminal and latent fingerprints in the Next Generation Identification (NGI) system. I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.

Yes



Cancel

Previous

Next

Select the "Submit Application" button. Please note applications are not complete and will not be processed without employer verification and receipt of payment. You will need to notify your employer to login and verify employment. The employer may elect to pay for the application at that time, or you may submit payment after the employment verification has been completed. Unpaid applications will be deleted after 15 days.

TOPS
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Application Information

- Contact Information
- Question Sets
- Application Review
- Application Review
- Review Fees**
- Confirmation

Review Fees

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

Fees



Employee of License Holder License Change Request	
License Fee	\$15.00
Subscription Fee	\$2.00
<hr/>	
Texas.gov Price:	\$17.00

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](#)

The Exit button returns you to the Landing Page



Confirmation

Your application is being sent to **your employer for employment verification**.

What's Next?

1. **Notify your employer** that the application is ready for them to **verify employment**.
2. **Mark your calendar**. Employment verification and payment of application must be performed within **15 days**. After 15 days, this application will be purged and you will have to resubmit your application.
3. **Check your email**. You will be notified by **email** if additional actions are required.
4. **Pay for the application**. After employment verification, **either you or your employer** must pay for the application.
5. **Log in** and select **My 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**.

When can I begin to work?


Submitting a registration/commission online does not constitute issuance of a license/registration. Check your [application status](#) regularly 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](#).


[Exit](#)

If you are directed by your employer to pay for the update application, you can do so after they have verified your employment. Login to your TOPS profile and click the “My Applications” tab. Locate the update application and click the “Pay” button.




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

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

[Start Individual Application](#) | [Start Business Application](#)

Unpaid Applications

This is the list of applications that have been submitted for processing, but have not been paid for. Unpaid applications may be waiting for confirmation from the hiring business before payment can be made.

Registration Type	Application Type	Received On	Status Date	Status	Actions
Locksmith	Update	08/09/2017		Pending	Pay 

Paid Applications

This is the list of applications that have been paid for and are being processed by DPS.

No paid applications found

Once you review the fees, click the “Pay with Credit Card” button, you will be directed to a common check out area.

TOPS
Texas Online Private Security

Application Information
Contact Information
Military Status
Texas Peace Officer
Question Sets
Application Review
Application Review
Review Fees
Confirmation

Review Fees

Your email:

Fees

Employee of License Holder License Change Request	
License Fee	\$15.00
Subscription Fee	\$2.00
<hr/>	
Texas.gov Price:	\$17.00

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](#)

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