

# Individual Renewal Instructions

- When does an individual registration need to be renewed?
  - Individual registrations are renewed every 2 years based on the date of issuance
  - Registrations become renewable 90 days before expiration
- Who can renew an individual registration?
  - The renewal application must be initiated by the registration holder, however, the payment may be submitted by either the individual registrant or the employer they are registered with.

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 is a screenshot of the Texas Online Private Security (TOPS) website. 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 seal. The main content area features a "Welcome to the TOPS License and Endorsement Application" section with instructions for applicants and licensees. Below this are two red buttons: "Start Individual Application" and "Start Business Application", and a "Search Licensees" link. In the center, a hand holds a smartphone displaying the TOPS mobile app interface, which shows a "Thank you for your payment" message and a list of registrations. On the right side, a white sign-in form is overlaid, enclosed in a red border. The form has fields for "Email Address" and "Password", both marked as "required". Below the fields are a green "Login" button and a "Can't Login?" link. At the bottom of the page, there are 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 Registrations” tab

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Texas Online Private Security

Department of Public Safety  
TEXAS

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

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

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

My Registrations:

**Type: Armed Registration** License #: 46839303 [Actions](#)

Endorsement	Issue Date	Last Renewal	Expiration	Status
Commissioned Security Officer	02/21/2018		01/31/2018 (23 days ago)	Expired

**Type: Owner/Manager Registration** License #: 46839302

Endorsement	Issue Date	Last Renewal	Expiration	Status
Manager	02/21/2018		01/31/2018 (23 days ago)	Expired
Owner	02/21/2018		01/31/2018 (23 days ago)	Expired

**Type: Owner/Manager Registration** License #: 46839301

Endorsement	Issue Date	Last Renewal	Expiration	Status
Owner	02/21/2018		01/31/2018 (23 days ago)	Expired
Manager	02/21/2018		01/31/2018 (23 days ago)	Expired

Select the registration type that you want to renew and click the actions button. Then click on renew.

**Type: Armed Registration** License #: 46839303

Endorsement	Issue Date	Last Renewal	Expiration	Status
Commissioned Security Officer	02/21/2018		01/31/2018 (23 days ago)	Expired

**Type: Owner/Manager Registration** License #: 46839302

Endorsement	Issue Date	Last Renewal	Expiration	Status
Manager	02/21/2018		01/31/2018 (23 days ago)	Expired
Owner	02/21/2018		01/31/2018 (23 days ago)	Expired

**Type: Owner/Manager Registration** License #: 46839301

Endorsement	Issue Date	Last Renewal	Expiration	Status
Owner	02/21/2018		01/31/2018 (23 days ago)	Expired
Manager	02/21/2018		01/31/2018 (23 days ago)	Expired

All registrations within the same category type (armed, unarmed, etc.) will be pre-selected. Unselect any you do not wish to renew. Click Next.

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### Registration Renewal

**Owner/Manager Registration Type**

- Manager
- Owner

Cancel Previous **Next**

If you do not have an additional ID to add to your profile, simply click next.

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### Personal Information

Now it's time to gather some personal information. The name provided on the application should match the name 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.

**Personal Information**

<b>Last Name</b> required	<b>First Name</b> required	<b>Middle Name</b>	<b>Suffix</b>
DPS	TEXAS		

**Email Address** required  
sample@sample.com

[Add ID](#)

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

On the demographic information page, make any necessary changes and click next.

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### Demographic Information

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

**Demographic Information**

**Gender** required  
M

**Height (feet)** required    **Height (inches)** required    **Weight (pounds)** required

6    0    200

**Eye Color** required    **Hair Color** required

Black    Bald

**Race** required  
American Indian or Alaskan Native

**Aliases**  
Add text here

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

Choose your military status and click next.

**Important Information:** Active duty status only applies to those who are currently serving on active duty orders (wearing a uniform 24/7). This does not include training or drill. Veteran status applies to anyone who has served on and has been discharged from active duty (includes retired). Additional information will be required for status other than “N/A or Not Applying For Fee Exemption”

The screenshot shows the TOPS (Texas Online Private Security) application interface. The header includes the TOPS logo and the text "Texas Online Private Security" on the left, and a circular seal on the right. A vertical navigation menu on the left contains the following items: Application Information, Contact Information, Military Status, Military Status (highlighted in light blue), Texas Peace Officer, Question Sets, Application Review, and Confirmation. The main content area is titled "Military Status" and contains the instruction "Choose your Military Status. required". Below this is a section titled "Military Status" with a list of radio button options: "Not Applicable or Not Applying For Fee Exemption", "Active Duty (Military or Texas Military Forces)", "Spouse of Active Duty (Military or Texas Military Forces)", and "Armed Forces Veteran". At the bottom of the interface, there are three buttons: "Cancel" (red), "Previous" (green), and "Next" (green, highlighted with a red border).

## Acknowledgement Questions

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

### Manager Experience Acknowledgment Questions

1. I hereby certify and attest I meet the required experience set forth by Title 10, 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. required

Yes

No

### Acknowledgments

1.  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. required
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. required
3.  I acknowledge that I have reviewed the eligibility criteria of Occupations Code §1702.113 and the definition of 'conviction' provided in §1702.371. I also acknowledge that I have reviewed the disqualifying offenses listed in Administrative Rule 35.4. required
4.  I understand that, any pending charges or conviction 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
5.  I, as the renewing employee, have completed the required minimum hours of Department approved Continuing Education (CE) credits necessary for renewal of my registration. required
6.  I understand my application for renewal may be denied if I am either in default on a student loan or delinquent in the payment of child support (Texas Education Code Chapter 57 or Texas

Read carefully and select the appropriate answer. Application cannot proceed if all background questions are not answered. Click Next

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

On the Application Review page 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. Select NEXT after you have verified that the information on the review screen is correct.

#### Registration Renewal

**Registration Type:** Manager,  
Owner

Edit

#### Personal Information

**Last Name:** DPS

**First Name:** TEXAS

**Middle Name:**

**Suffix:**

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

**ID Type:**

**ID Number:**

Edit

#### Employment Information

**employmentDate:** 02/21/2018

**Bus. License No.:** F07275701

**Business Name:** Business Name Training School



If you are submitting payment for your own application, select the Pay with Credit Card button to proceed to payment. From here you will enter a common check out screen. Follow the prompts to submit your payment.

If your employer is submitting payment for your application, select the Employer Pays button. You may notify your employer to login and submit payment.

Please note: Payment for this application must be submitted within 15 days or you will need to complete the application again. If you have selected Employer Pays, you can still submit the payment for the application. It will be located under the “My Applications” tab within your profile.

## Review Fees

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

Your email: **sample.sample@email.com**

Fees	
<b>Renewal Individual Owner, Officer, Partner, Shareholder, Manager License</b>	
License Fee	\$50.00
Pocket Card Fee	\$5.00
Subscription Fee	\$2.00
<b>Renewal Individual Owner, Officer, Partner, Shareholder, Manager License - Late Fees</b>	
Renewal Individual Owner, Officer, Partner, Shareholder, Manager License - Late Fee	\$25.00
<hr/>	
<b>Texas.gov Price:</b>	<b>\$82.00</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.

Pay with Credit Card

Employer Pays

Cancel

Previous

Next