

TEXAS PRIVATE SECURITY BOARD

TO: All License Applicants

Greetings,

On behalf of the Private Security Bureau, this will provide applicants with some information which will be useful in submitting a license application to the State of Texas under Section 1702.110, Texas Occupations Code.

The Texas Department of Public Safety administers the Private Security Act thru the Private Security Board. The Board members are appointed by the Governor. It is the mission of the Regulatory Licensing Service of the Department of Public Safety to regulate and enforce the Private Investigations and Private Security Industry.

The Agency mission is “protection of the public through fair and impartial regulation of the Private Investigations and Private Security Industry in the State of Texas by ensuring citizens and consumers of investigations and security services, that these industries provide reliable services, employ qualified and trustworthy personnel, and are free from misrepresentation and fraud.” This means the Board is a “Consumer Protection Agency”. It is not the goal of the License Section to speed up or slow down the processing of applications, but to ensure the qualifications of all applicants prior to issue.

At the time of this writing, there is an average of approximately 125,000 registered individuals in approximately 5,000 licensed companies in Texas and across the United States.

In addition to other areas of responsibility, the License Section receives about 10,165 individual applications and about 125 company applications per quarter. It renews approximately 5,800 individual and 1,250 company applications per quarter. Currently, the Licensing Section is staffed with 16 individuals and with numbers such as above, getting it right the first time helps both the State and applicants. The average processing time is about six (6) weeks.

This is a **brief** explanation of procedures to help applicants submit a license packet. It is not possible to place all information under the Private Security Act (Chapter 1702, Texas Occupations Code) in this one letter. Please invest some time in reading the laws under Chapter 1702 and the Administrative Rules.

Applicants should visit the Agency website at (www.txdps.state.tx.us/psb). It is recommended that they browse around as there is an abundance of information available. After all, this website is an invaluable resource that should become a constant tool of use.

There are two options for processing original, renewal, and employee information update applications, either by mail or by using the Internet “TexasOnline” service. In order to obtain or download forms, go to the “PSB Forms and Fees Section” on the Agency website and select Microsoft Word or PDF Format. This will take applicants to a list of PSB forms needed for processing their application. There are additional forms (minimum) in the categories mentioned below for submission of an original Class A, B, C, or D. Under the header titled “General Instructions,” applicants may refer to forms PSB-27 and PSB-28 for detailed explanations of license types and fees.

PSB-01 NEW COMPANY LICENSE APPLICATION form:

Before selecting a company name, please review administrative rule 35.41 Company Name:

RULE §35.41 Company Name

- ❖ (a) No entity regulated by Chapter 1702 may use a name that contains the phrase "law enforcement," or substantially similar terms; or any other terms, name or combination of names, or a name for which the acronym is intended to or could reasonably give the impression that the entity is in any way associated with a governmental body or agency, or a branch or political subdivision of any government.
- ❖ (b) No entity name will be approved that is identical or substantially similar to that of a company whose license is currently under suspension or whose license has been revoked within the past five (5) years.
- ❖ (c) No entity name will be approved that is identical or substantially similar to that of a currently licensed company, without documentary proof either that the entities in question are owned by a common majority of individuals, or that the currently licensed company has consented to the use of the name by the prospective licensee.

(NOTE: To ensure you are not utilizing another companies name please visit PSB website: www.txdps.state.tx.us/psb/company/company_search.aspx.)

Applicants will need PSB-01 (Company License Application) form. This form determines the name, dba, type of ownership, proprietorship or corporate status of their company. Ensure that copies are attached of the dba for the company or partnership, and any papers of incorporation from the Secretary of State (also see PSB-28 (Company License Application Requirements) form). This will help determine the registration requirements for the company officers.

Company Address: The mailing address is where applicants would like to receive correspondence from the PSB. The physical address is the actual location of the company.

This form also establishes the type of ownership (individual using own name, assumed name, partnership or corporation), and the type of license being applied for (see PSB-01). If any name other than the applicant's legal given name (i.e. John Doe) is used as a company name, that is an Assumed Name and documentation from the County Clerk's Office must be obtained. "John Doe Security" could be an example of an assumed name, unless the applicant's last name happens to be "Security".

There are additional instruction forms, PSB-25 through PSB-28 which will be of assistance in determining the different classifications of license, procedures and fees.

Also, this form specifies a place to identify the qualified manager for the new company. This individual must meet the qualifications and experience requirements in Sections 1702.114, 1702.115, 1702.116 and 1702.117 of the Texas Occupations Code, Chapter 1702. More information on the qualified manager and supervisor is given under instructions for form PSB-04.

Ownership information is established by this form. Any owners, officers, partners, or shareholders (OPS) who require registration (see definition of shareholder in Administrative Rule 35.1) would be identified on this form. Documentation to verify the status of any corporate organizations (including LLP's and LLC's) should also be submitted.

Percentage of interests for all reportable OPS personnel are also reported using this form (see Section 1702.110).

Any OPS personnel would be authorized to sign and date this form.

NOTE: In accordance with Administrative Rule 35.77, you will have 90 days from the date the application is received by the Bureau to provide all of the required documentation and complete the application process or your application will be abandoned and you will be required to reapply. Fees collected by the Bureau are not refundable or transferable.

PSB-04A OWNER/MANAGER APPLICATION form or PSB-04B if utilizing the online application process:

This PSB-04a form is for (owner/officer/partner/shareholder/qualified manager and/or supervisor) of the new company for registration. After identifying the overhead of the new company on PSB-01, registration would be accomplished using this form.

Simply select the registration category as indicated at the top of the form, all required fees are indicated. Bear in mind that all personnel are required to complete a criminal history background check by submitting two (2) classifiable sets of fingerprint cards and fees. The blocking indicating “FBI FEE” needs to be checked on this form, for the purpose of a criminal history background check. The exception to this rule is, **if an applicant has a current registration on file with the PSB**, a background check is **not** required. If the applicant has had a registration and it is **expired**, a background check **is** required with all original applications.

NOTE: Checking the FBI Fee block is permitted when submitting fingerprints. This is not considered a registration category and this item must be checked if the applicant requires a background check. This fee must be paid even if the applicant is submitting fingerprints via the Identix digital fingerprint submission process.

NOTE: If the applicant is a Peace Officer, they are not required to submit FBI fingerprint cards; however they must submit form PSB-49 Peace Officer Fingerprint Waiver along with their application.

Each license must have a qualified manager who has experience in each category being applied for as a category of the license. It is not required that the individual applying for the license also be the qualified manager.

The license applicant may bring in an individual as an employee to function in the position as the qualified manager.

Any category the qualified manager applicant does not have experience in must then have a supervisor qualify for registration to control that function. There can be only **one qualified manager**. Any supervisors must also meet the same requirements as the qualified manager for their area of control (Chapter 1702.119).

In addition to all other general requirements, a supervisor must also have the required experience for their area of control and must pass the State Exam.

The qualified manager must be in day to day control of the company.

An individual must meet the experience requirements in at least one field in order to apply as qualified manager. All applicants must qualify under Section 1702.113.

In addition to the above, all manager/supervisor personnel must be prepared to take and pass the State Exam for Qualified Managers/Supervisors. The State Exam date is assigned by this office and applicants will be informed of it at a later date (after application processing). Exams are given in Austin, Texas by appointment only. Please **do not call** the Private Security Bureau to inquire as to the exam date.

Study material for Exam can be accessed at the agency's website under "Manager's Test Material". The original "Exam Fee" is included in the original license application fee. Any other examinations following that are re-examinations will cost \$100 per exam. This also includes any replacement managers or supervisors at a later date who require testing.

Study material for the State Exam can be reviewed at the agency webpage under "Manager's Test Material." The Exam study material is the law book itself, Chapter 1702, Texas Occupations Code **and** the Administrative Rules. Applicants also have the option of ordering a hard copy by submitting form PSB-21 with \$15 (<http://www.txdps.state.tx.us/psb/forms/forms/PSB-21-OrderForm.pdf>). Everything in these books is considered testable and may appear on the test, regardless of the type of license being applied for.

All other instructions on this form are easy to understand and all blocks should be completed. Please heed any comments or warning on this form concerning false entries and incorrect information.

Texas has no "Reciprocal Agreements" with any other States for acceptance of license. Licensed, legal experience obtained in another State is acceptable consideration in the manager/supervisor positions. Experience is determined based on submission of the Verification of Experience Form, the PSB-02.

The applicant must sign and date form PSB-04.

The employment date would be the date employed, beginning in the position being applied for. For a new company, not yet licensed, employment begins "**upon license issue.**"

The owner or qualified manager applicant would then be authorized to sign and date the form in the required block.

NOTE: In accordance with Administrative Rule 35.77, you will have 90 days from the date the application is received by the Bureau to provide all of the required documentation and complete the application process or your application will be abandoned and you will be required to reapply. Fees collected by the Bureau are not refundable or transferable.

PSB-02 VERIFICATION OF EXPERIENCE form:

This form is required for each manager/supervisor applicant, covering each category of license being applied for. Experience requirements are covered in Sections 1702.114 and 115 of the Texas Occupations Code, Chapter 1702. Experience based on employment as a Peace Officer must be in a “full-time paid position.” Applicants must describe the duties they have performed and the dates of service in those duties. They must state who they performed these duties for and keep in mind that any experience accepted by the Private Security Bureau must be “**LEGAL**” experience. If the Private Security Bureau cannot determine an applicant’s experience, the form will be rejected. This will only serve to slow the application process. All experience submitted must be ON the PSB-02. Attachments will not be considered.

PSB-50 APPLICATION AND FEE SUBMISSION form:

This form is a reconciliation checklist of all application(s) and fee(s) that are submitted to the Private Security Bureau. It serves as a resource tool for auditing purposes and alleviates telephone inquiries to the PSB concerning missing applications as well as incorrect or no fee situations. *NOTE: If this form is not attached with the necessary supporting documents, or is incorrect, the entire package will be returned.*

Note: Fees submitted by mail must be in the form of a cashier’s check, money order or company check or utilize the Texasonline internet service.

FEES SUBMITTED TO THE PRIVATE SECURITY BUREAU ARE NOT REFUNDABLE OR TRANSFERABLE.

UNIFORM PHOTOGRAPHS:

Any Company Application under Guard Services (Class B/Guard Company) must have a uniform approved by the Private Security Bureau. Applicants may want to review the prohibited items under Section 1702.130 and Administrative Rule 35.34 and the required items under Administrative Rule 35.39.

It is recommended that applicants submit a full length “color snapshot” of someone in uniform. It is also advised that the shirt be laid in such a way that a close-up picture of any badges, patches and nametag can be taken and those items read from the photograph.

Administrative Rule 35.39(A) requires that each commissioned security officer shall, at a minimum, display on the outermost garment the name of the company under whom the commissioned security officer is employed, the word “security” and identification which contains the last name of the security officer. The Board must be able to review and approve all these items from submitted photograph(s).

Only Guard Companies require uniforms.

If new companies submit their applications by mail, the Department of Public Safety (Central Cash Receiving Section) will process the funds. Applications are then delivered to the PSB License Section for processing. The approximate time for processing is about 6 to 8 weeks.

COMPANY LICENSE APPLICATION INSTRUCTIONS AND GENERAL REQUIREMENTS FOR LICENSING

Texas law requires any person or company who provides investigations or security services in the state to be properly licensed to offer or to engage in such services. This requirements of law was originally passed by the Texas Legislature in 1969 and has been in effect ever since. To offer or provide a service required to be licensed without a license carries criminal penalties of up to a year in jail and a \$4,000.00 fine. Hiring or employing an unlicensed company also carries this penalty.

The law requiring licensing is called the Private Security Act and can be found within the provisions of Chapter 1702 of the Occupation Code as amended. There are also Administrative Rules that are the rules and regulations administering the investigations and Security industries in Texas. These rules are developed and voted on by the Board members of the Private Security Board who are appointed by the Governor of the State of Texas.

Companies that are licensed by the Private Security Bureau may consist of a single person or may involve several thousand employees. Each type of company can be identified as one of the three main types of companies.

These are sole proprietorships (single owner), partnerships (two or more owners) and Corporation (established through the Office of the Texas Secretary of State).

Each company that engages in or offers the services in the category of investigations, guards, security alarms, armored car service, courier service with armed guards and/or guard must be issued a license by the Board before conducting or offering any services.

The statute requires that to own, manage or be employed by a licensed company a person must:

- be at least 18 years of age;
- not have been convicted of two or more felony offenses, a single felony within the past twenty years; or a Class A misdemeanor within the past ten years;
- no be currently charged with a Class A misdemeanor or felony offense, under an information or indictment
- not have been adjudicated a having engaged in felony level delinquent conduct within the past ten years;
- not have been found by a court to be incompetent by reason of a mental defect or disease and not have been restored to competency;
- not have been dishonorably discharged from the United States armed services, discharged from the United States armed services under other conditions determined by the Board to be prohibitive, or dismissed by the United States armed services if a commissioned office in the United States armed services;
- not be required to register in this or any other state as a sex offender;
- not have charges pending for or have been convicted in any jurisdiction of a Class misdemeanor within the past five years, for an offense determined by the Board administrative rule to be disqualifying.

These requirements apply universally to all persons licensed and applying for a license.

Additionally, by law, the Board must deny an application for a license and/or registration on proof that person does not meet the above qualifications, or that they have violated any provision of the Private Security Act, made a material misstatement on an application, or practiced fraud, deceit or misrepresentation.

There are additional requirements that must be met by the manager of a guard or investigations company, the person responsible for all the activities of a licensed company, that include:

- three years of investigative experience or a bachelors degree in criminal justice for investigations company license.
- Guard manager applicants must be at least 21 years of age, have three consecutive years of legally acceptable experience in the guard company business, one year of which must have been in a managerial/supervisory position; and
- successful completion of a one hundred forty question examination testing ability of the manager applicant to operate the guard company under the provisions of the statute regulating them.

All applicants undergo criminal history checks by submitting classifiable fingerprints to the Private Security Bureau. The applicant's fingerprints are then sent to the Crime Records Bureau located on DPS premises and to the Federal Bureau of Investigation where they are classified and the applicant's criminal history is searched.

When evidence of criminal history is found, a report is generated by these agencies and sent to the Private Security Bureau for review. If the criminal history is of a prohibitive nature, the statute provides that the applicant must be immediately denied (called summary denial in the statute) and cannot lawfully work in the guard company business, until such time that the applicant can show that they meet the requirements to be issued a license or registration.

There are also criminal penalties imposed under the statutory provisions of the Act that make the operation of a unlicensed company punishable by a year in jail, a fine of up to \$4,000.00, or both on conviction for the first offense. Subsequent convictions of operating an unlicensed guard could result in imprisonment for no less than 2 nor more than 10 years, a fine of up to \$10,000.00 or both if desired by the prosecutorial authority to whom the case is presented.

Aside from the aspects of checking the criminal history, there are also liability insurance requirements. Each licensed company must maintain on file with the Private Security Bureau, a certificate of proof of liability which must be kept in full force and effect at all times. If a company's insurance expires or is cancelled, their license is immediately suspended and they must cease operation until all insurance requirements are met and the license is properly reinstated.

NOTE: In accordance with Administrative Rule 35.77, you will have 90 days from the date the application is received by the Bureau to provide all of the required documentation and complete the application process or your application will be abandoned and you will be required to reapply. Fees collected by the Bureau are not refundable or transferable.

Company License Fees:

Class A Fee: \$350.00 registration fee + \$11.00 subscription fee= **\$361.00**
*Investigations Company Only

Class B Fee: \$400.00 registration fee + \$12.00 subscription fee= **\$412.00**
*One or more category:

1. Guard Company
2. Alarm Systems Company
3. Armored Car Company
4. Courier Company
5. Guard Dog Company
6. Electronic Access Control Device Company (Combination with any Class B)
7. Locksmith Company

Class C Fee: \$540.00 registration fee + \$16.00 subscription fee= **\$556.00**
*Investigations + One or more Class B category

Class D Fee: \$400.00 registration fee + \$12.00 subscription fee= **\$412.00**
*Electronic Access Control Device Company Only

All applicants for Original License will require:

1. Completed PSB-01 (Original License Application) form
2. Correct license application fee
3. Submit PSB-04A (Owner/Manager Application) form or PSB-04B if utilizing the online application process to register all owners, officers, partners or shareholders and managers
4. \$50.00 registration fee + \$5.00 subscription fee= \$55.00 for each owner, officer, partner or shareholder
5. \$30.00 registration fee + \$3.00 subscription fee= \$33.00 for the manager (the manager does not require the fee if he or she is also an owner)
6. **By Mail:** \$25.00 FBI fingerprint fee and submit two classifiable fingerprint cards on Board issued FBI fingerprint cards for each owner, officer, partner or shareholder and manager or
7. **By internet utilizing the Texasonline and IBT services:** \$25.00 FBI fingerprint fee and provide a copy of your signed IBT FAST Receipt.
8. Note: If you are a Peace Officer, you are not required to submit FBI fingerprint cards; however you must submit form PSB-49 Peace Officer Fingerprint Waiver along with your application
9. Submit PSB-02 (Verification of Experience) form to qualify a manager for each class and category in which you have applied
10. Copy of Level One Certificate for the manager
11. Completed PSB-50 documenting that the application was sent with all fees and requirements. A letter will be sent to the manager applicant in regards to the test date.
12. **Note:** Manager must qualify by passing a manager qualification examination administered by the Private Security Board (140 questions-multiple choice-true/false).
13. After passing the manager qualification examination, submit PSB-05 (Certificate of Proof of Liability Insurance) form.

NOTE: If you are the sole owner and are also qualifying as manager you may do so by using the Application for Owner/Manager (PSB-04A form) and select "Owner/Manager \$55.00" on the form. You will only be charged for the owner registration of \$55.00 and will not be assessed the additional \$33.00 manager registration fee and subscription fee.

Additionally, if you are a:

You must also send:

Sole Proprietor

An Assumed Name Certificate from the County Clerk showing you as the owner

Partnership

An Assumed Name Certificate from the County Clerk listing all Partners

Corporation using the Corporation's
Charter Name

A Certificate of Existence from the Texas Secretary of State's Corporation section

**FEES SUBMITTED BY MAIL MUST BE IN THE FORM OF A CASHIER'S CHECK, MONEY ORDER, COMPANY CHECK
OR UTILIZE THE TEXASONLINE INTERNET SERVICE.
ALL FEES SUBMITTED TO THE BOARD ARE NOT REFUNDABLE OR TRANSFERABLE.**

COMPANY LICENSE APPLICATION REQUIREMENTS

All applications for Original License will require	With any Original License Application you must send:
<p style="text-align: center;"><u>Company License Fees</u></p> <p>Class A: Fee = \$350.00 registration fee + \$11.00 subscription fee= \$361.00</p> <hr/> <p style="text-align: center;">Investigations Company ONLY</p> <hr/> <p>Class B: Fee = \$400.00 registration fee + \$12.00 subscription fee= \$412.00 One or more category Guard Company Alarm Systems Company Armored Car Company Courier Company Guard Dog Company Locksmith Company</p> <hr/> <p>Class C: Fee = \$540.00 registration fee + \$16.00 subscription fee= \$556.00 Investigations + One or more Class B category</p> <hr/> <p>Class D: Fee = \$400.00 registration fee + \$12.00 subscription fee= \$412.00 Electronic Access Control Device Company</p> <p>Note: Fees submitted by mail must be in the form of a cashier's check, money order or company check or utilize the Texasonline Internet Service.</p>	<ol style="list-style-type: none"> 1. Completed PSB-01 (Company License Application) form. 2. Correct license application fee. 3. Completed PSB-04A (Owner/Manager Application) form or PSB-04B if utilizing the online application process to register all owners, officers, partners or shareholders, and manager. 4. \$50.00 registration fee + \$5.00 subscription fee = \$55.00 for each owner, officer, partner or shareholder and a \$30.00 registration fee + \$3.00 subscription fee= \$33.00 for the manager (if not an owner) 5. By mail: \$25.00 FBI fingerprint fee and submit two cards of classifiable fingerprints on Bureau issued fingerprint cards for each owner, officer, partner or shareholder and manager or 6. By internet utilizing Texasonline and IBT services: \$25.00 FBI fingerprint fee and provide a copy of each signed IBT FAST Receipt. 7. Note: If you are a Peace Officer, you are not required to submit fingerprints cards; however you must submit form PSB-49 Peace Officer Fingerprint Waiver along with your application. 8. Completed verification of experience form to qualify manager for each class and category for which you are applying. 9. Completed PSB-50 (Application and Fee Submission Form) 10. Order Occupations Code 1702/Administrative Rules on Order Form (PSB-21) to study for manager's exam. 11. PSB-05 (Certificate of Proof of Liability Insurance) form. Note: Insurance form is not required until the manager successfully passes the required test. The insurance form will need to be submitted before issuance of the company license.
Additionally, if you are a:	You must also send:
sole proprietor	An assumed name certificate from the county clerk showing you as the owner.
partnership	An assumed name certificate from the county clerk listing all partners.
corporation using the corporation's chartered name	A certificate of existence from the Texas Secretary of State's Corporation Section.
corporation using an assumed name	An assumed name certificate from the Texas Secretary of State's Corporation Section AND an assumed name certificate for the corporation from the county clerk where your principle place of business in Texas is located.

**PRIVATE SECURITY BUREAU
FEES FOR ORIGINAL LICENSES AND RENEWALS**

<u>FEE ITEM</u>	<u>FEE AMOUNT</u>
Class A License	
Original/Renewal	\$350.00 registration fee + \$11.00 subscription fee= \$361.00
Late Fee/Renewals (0-90 Days)	\$350.00 + \$175.00
Late Fee/Renewals (Over 90 Days)	\$350.00 + \$350.00
Class B License	
Original/Renewal	\$400.00 registration fee + \$12.00 subscription fee= \$412.00
Late Fee/Renewals (0-90 Days)	\$400.00 + \$200.00
Late Fee/Renewals (Over 90 Days)	\$400.00 + \$400.00
Class C License	
Original/Renewal	\$540.00 registration fee + \$16.00 subscription fee= \$556.00
Late Fee/Renewals (0-90 Days)	\$540.00 + \$270.00
Late Fee/Renewals (Over 90 days)	\$540.00 + \$540.00
Class D License	
Original/Renewal	\$400.00 registration fee + \$12.00 subscription fee= \$412.00
Late Fee/Renewals (0-90 Days)	\$400.00 + \$200.00
Late Fee/Renewals (Over 90 Days)	\$400.00 + \$400.00
Letter of Authority Fee for Private Businesses and Political Subdivisions (P and X License)	
Original	\$400.00 registration fee + \$12.00 subscription fee= \$412.00
Late Fee/Renewals (0-90 Days)	\$400.00 + \$200.00
Late Fee/Renewals (Over 90 Days)	\$400.00 + \$400.00
Letter of Authority Fee for Private Businesses and Political Subdivisions (P and X License)	
Renewal	\$225.00 registration fee + \$7.00 subscription fee= \$232.00
Late Fee/Renewals (0-90 Days)	\$225.00 + \$112.50
Late Fee/Renewals (Over 90 Days)	\$225.00 + \$225.00
School Approval Fee (F and O License)	
Original/Renewal	\$350.00 registration fee + \$11.00 subscription fee= \$361.00
Late Fee/Renewals (0-90 Days)	\$350.00 + \$175.00
Late Fee/Renewals (Over 90 Days)	\$350.00 + \$350.00
Application for Branch Office	
Original/Renewal	\$300.00
Late Fee/Renewals (0-90 Days)	\$300.00 + \$150.00
Late Fee/Renewals (Over 90 Days)	\$300.00 + \$300.00
Reinstatement of Suspended License	\$150.00
Assignment of License	\$150.00
Change Name of License	\$75.00
Delinquency Fee	Established in other sections of the Act

Texas Department of Public Safety
Private Security Bureau
PO Box 4087, Austin, Texas 78773-0001
www.txdps.state.tx.us

FEE ITEM

FEE AMOUNT

Registration Fee for Owner, Officer, Partner or Shareholder of a Licensee

Original/Renewal \$50.00 registration fee + \$5.00 subscription fee= **\$55.00**
Late Fee/Renewals (0-90 Days) \$50.00 + \$25.00
Late Fee/Renewals (Over 90 Days) \$50.00 + \$50.00

Registration for Private Security Consultant

Original/Renewal \$300.00 registration fee + \$11.00 subscription fee= **\$311.00**
Late Fee/Renewals (0-90 Days) \$300.00 + \$150.00
Late Fee/Renewals (Over 90 Days) \$300.00 + \$300.00

Registration Fee for Non-Commissioned Security Officer, Managers, Branch Office Managers, Private Investigators, Alarm Installers, Alarm Sales, Alarm System Monitor, Security Salesperson, Employee of License Holder, Locksmith, Electronic Access Control Device Installer (including Gate Operators), and Guard Dog Trainer

Original/Renewal \$30.00 registration fee + \$3.00 subscription fee= **\$33.00**
Late Fee/Renewals (0-90 Days) \$30.00 + \$15.00
Late Fee/Renewals (Over 90 Days) \$30.00 + \$30.00

Registration for Commission Security Officer

Original/Renewal \$50.00 registration fee + \$5.00 subscription fee= **\$55.00**
Late Fee/Renewals (0-90 Days) \$50.00 + \$25.00
Late Fee/Renewals (Over 90 Days) \$50.00 + \$50.00

Registration for Personal Protection Officer

Original/Renewal \$50.00 registration fee + \$5.00 subscription fee= **\$55.00**
Late Fee/Renewals (0-90 Days) \$50.00 + \$25.00
Late Fee/Renewals (Over 90 Days) \$50.00 + \$50.00

School Instructor Fee

Original/Renewal \$100.00 registration fee + \$5.00 subscription fee= **\$105.00**
Late Fee/Renewals (0-90 Days) \$100.00 + \$50.00
Late Fee/Renewals (Over 90 Days) \$100.00 + \$100.00

Government Letter of Authority for Non-Commissioned Security Officer, Commissioned Security Officer and Personal Protection Officer

Original/Renewal \$10.00 registration fee + \$0.00 subscription fee= **\$10.00**
Late Fee/Renewals (0-90 Days) \$10.00 + \$5.00
Late Fee/Renewals (Over 90 Days) \$10.00 + \$10.00

Burglar Alarm Seller's Fee **\$30.00** registration fee + \$3.00 subscription fee= **\$33.00**

FBI Fingerprint Check **\$25.00**

Duplicate Pocket Card Fee **\$10.00**

Employee Information Update Fee **\$15.00** registration fee + \$2.00 subscription fee = **\$17.00**

(The person updating employment may not update a registration as an owner, corporate officer, partner, shareholder, qualified manager or supervisor).

Texas Department of Public Safety
Private Security Bureau
PO Box 15999, Austin, Texas 78761-5999
www.txdps.state.tx.us
COMPANY LICENSE APPLICATION

Under the provisions of Title 10, Chapter 1702 Occupations Code, as amended, application is hereby made for a license to offer and perform the services of an investigations company and/or security services contractor.

(NOTE: A company is responsible for continued accuracy of all information relating to a Branch Office and for any late fees relating to the renewal of this license).

RULE §35.41 Company Name

- ❖ (a) No entity regulated by Chapter 1702 may use a name that contains the phrase "law enforcement," or substantially similar terms; or any other terms, name or combination of names, or a name for which the acronym is intended to or could reasonably give the impression that the entity is in any way associated with a governmental body or agency, or a branch or political subdivision of any government.
- ❖ (b) No entity name will be approved that is identical or substantially similar to that of a company whose license is currently under suspension or whose license has been revoked within the past five (5) years.
- ❖ (c) No entity name will be approved that is identical or substantially similar to that of a currently licensed company, without documentary proof either that the entities in question are owned by a common majority of individuals, or that the currently licensed company has consented to the use of the name by the prospective licensee.

(NOTE: To ensure you are not utilizing another companies name please visit PSB website and scroll down to "Searches" and click on "Company Searches".

Name of corporation, company or sole proprietor: _____

Assumed Name (if any): _____

Mailing Address: _____

Physical Address: _____

Business Telephone (area code + number): _____ **Fax Number:** _____

Type of Ownership (check one): () Sole Proprietor () Partnership () Corporation () Limited Liability Corporation () Limited Liability Partnership

Type of License (check all that apply):

- Class A** () Investigations company
- Class B** () Guard company
 () Alarm Systems company
 () Armored Car company
 () Courier company
 () Guard Dog company
 () Locksmith
 () Electronic Access Control Device Company (Includes Gate Operators)

Original Fees:	Class of License Fees	
	Subscription Fee:	Total Cost:
Class A= \$350.00	+ \$11.00	= \$361.00
Class B= \$400.00	+ \$12.00	= \$412.00
Class C= \$540.00	+ \$16.00	= \$556.00
Class D= \$400.00	+ \$12.00	= \$412.00

All fees must be paid by cashier's check, money order or Company check.

NOTE: Fees submitted to the Private Security Bureau are not refundable or transferable.

- Class C** () Combination of a Class A and Class B Combination of Investigations and Security Contractor licenses
 (Please check all that apply)
 (X) Investigations () Guard Company () Alarm Systems Company () Armored Car Company () Courier Company
 () Locksmith () Electronic Access Control Device Company () Guard Dog Company

Class D () Electronic Access Control Device Company ONLY (Includes Gate Operators)

Please state the general nature of the service(s) you intend to provide: _____

Name of Manager Applicant: _____

*******Critical Infrastructure*******
 Check this box if you are applying as a "Critical Infrastructure" facility. Complete PSB-44 (Critical Infrastructure) form and submit this form along with the Company License Application. This form is located on our website at www.txdps.state.tx.us/psb.

Ownership Information – Sole Propreitor

Individual Owner:

Last Name

First Name

MI

Corporation or Partnership

Each person listed below must register as an owner, officer, partner and/or shareholder

Officers or Partners:

President or Partner

Last Name

First Name

MI

Vice Pres. or Partner

Last Name

First Name

MI

Secretary or Partner

Last Name

First Name

MI

Treasurer or Partner

Last Name

First Name

MI

Identify all owners, partners or shareholders who own 25% or more of the company. For all owners of less than 25%, provide a brief, general description of the nature of the entities (e.g., “multiple owners holding less than 1% each,” or “Corporation Z, holding 15%,” etc.). The descriptions below must provide information on 100% of the ownership.

Percentage of Interest

Last Name

First Name

MI

Percentage of Interest

Last Name

First Name

MI

Percentage of Interest

Last Name

First Name

MI

Percentage of Interest

Last Name

First Name

MI

Percentage of Interest

Last Name

First Name

MI

Signature of Applicant: _____ **Date:** _____

In accordance with Administrative Rule 35.77, you will have 90 days from the date the application is received by the Bureau to provide all of the required documentation and complete the application process or your application will be abandoned and you will be required to reapply. Fees collected by the Bureau are not refundable or transferable.

**NOTICE: This is a Governmental record.
 Any false entry made on this document is considered a criminal violation.**

GENERAL INSTRUCTIONS FOR OWNER/MANAGER APPLICATIONS

IF YOU ARE APPLYING FOR:

SEND:

Owner, Officer, Partner, or Shareholder:

1. Completed PSB-04A (Owner/Manager Application) form or PSB-04B if utilizing the online application process
2. \$50.00 registration fee + \$5.00 subscription fee = **\$55.00**
3. **By mail : \$25.00** FBI fingerprint fee and submit two classifiable & completed fingerprints on Board issued fingerprint cards or
4. **By internet utilizing the Texasonline and IBT services:** \$25.00 FBI fingerprint fee and provide a copy of your signed IBT FAST Receipt.
5. **Note:** If you are a Peace Officer, you are not required to submit FBI fingerprint cards; however you must submit form PSB-49 Peace Officer Fingerprint Waiver along with your application.

Manager or Supervisor:

1. Completed PSB-04A (Owner/Manager Application) form or PSB-04B if utilizing the online application process
2. \$30.00 registration fee + \$3.00 subscription fee = **\$33.00**
3. **By mail : \$25.00** FBI fingerprint fee and submit two classifiable & completed fingerprints on Board issued fingerprint cards or
4. **By internet utilizing the Texasonline and IBT services:** **\$25.00** FBI fingerprint fee and provide a copy of your signed IBT FAST Receipt.
5. **Note:** If you are a Peace Officer, you are not required to submit FBI fingerprint cards; however you must submit form PSB-49 Peace Officer Fingerprint Waiver along with your application.
6. Completed PSB-02 (Verification of Experience) form showing required experience.
7. Send in application with all fees and requirements. A letter will be sent to the manager applicant in regards to the test date.
8. **Note:** Manager must qualify by passing a manager qualification examination administered by the Private Security Board (140 questions-multiple choice-true/false).

NOTE: IF REPLACING A MANAGER FOR A LICENSED COMPANY IN THE STATE OF TEXAS, YOU ARE REQUIRED TO PAY THE \$100 MANAGER'S EXAM FEE FOR THE FOLLOWING REASONS; IF YOU HAVE NOT PASSED THE MANAGER'S TEST OR PREVIOUSLY HELD A MANAGER'S REGISTRATION THAT HAS NOT BEEN EXPIRED FOR TWO YEARS OR MORE.

**FEES SUBMITTED BY MAIL MUST BE IN THE FORM OF A CASHIER'S CHECK, MONEY ORDER OR COMPANY CHECK OR UTILIZE THE TEXASONLINE INTERNET SERVICE.
ALL FEES SUBMITTED TO THE BOARD ARE NOT REFUNDABLE OR TRANSFERABLE.**

**The Applicant must answer each question below before this application can be processed.
Please place an "X" to mark your appropriate response and answer every question.**

- (1) Have you been convicted of more than one felony level offense? YES NO
- (2) Have you, within the past 20 years, been convicted, in any jurisdiction, of a felony level offense? YES NO
- (3) Have you, within the past 10 years, been convicted, in any jurisdiction, of a Class A misdemeanor? YES NO
- (4) Have you, within the past 5 years, been convicted, in any jurisdiction, of a Class B misdemeanor or equivalent offense? YES NO
- (5) Are you currently charged with, or under indictment for, a felony, or a Class A or Class B misdemeanor? YES NO
- (6) Have you ever been found by a court to be incompetent by reason of mental defect? YES NO
- (7) Have you ever been dishonorably discharged from the Armed Forces?
(If yes attach a copy of your DD-214). YES NO
- (8) Have you ever been discharged from the Armed Forces under other than honorable conditions?
(If yes attach a copy of your DD-214). YES NO
- (9) Are you required to register as a sex offender, in this state or any other state? YES NO
- (10) Federal law prohibits the Bureau from issuing a license to anyone who is ineligible to work in the U.S. Are you a non-citizen? If "yes," you must submit documentation of your federal employment authorization or a copy of your permanent resident card. YES NO

WARNINGS: Any pending charges or convictions 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 of or revocation of a license based solely on the material misstatement of fact in this application.

By signing below, you are acknowledging that you have reviewed the eligibility criteria of Occupations Code §1702.113 and the definition of 'conviction' provided in §1702.371 and Administrative Rule §35.1.

I acknowledge that I have read and understand the information contained in the above **warning** paragraph, and that I have truthfully answered all of the above questions. I understand that a false entry on this document could be considered a criminal violation.

Applicant's Signature: _____ **Date:** _____

This section must be completed by the Qualified Manager or Owner

I hereby verify that the above applicant began employment in a position that requires registration with my company on:

_____ **Applicant's Date of Employment**

I am requesting that the above applicant be issued a registration with my company as my employee:

Qualified Manager or Owner signature: _____ **Date:** _____

**NOTICE: THIS IS A GOVERNMENTAL RECORD.
ANY FALSE ENTRY MADE ON THIS DOCUMENT COULD BE CONSIDERED A CRIMINAL VIOLATION.**

In accordance with Rule 35.77, any applications considered incomplete after 90 days may be voided and a new application along with all appropriate documentation and fees may be required.

QUALIFIED MANAGER'S EXAM INFORMATION

The Private Security Bureau qualified manager's exam is given three to five times a month at the Department of Public Safety headquarters in Austin. Exams are scheduled for manager, supervisor, and consultant applicants after the proper applications and required fees have been received and when it is determined that the applicants meet the experience requirements for that particular position. Experience will only be considered when it is submitted directly on the PSB-02 form.

The manager's exam is designed to ensure that every manager, supervisor, and consultant have a working knowledge of the rules and regulations that govern the private security industry in Texas, namely the Texas Occupations Code, Chapter 1702 and the Texas Administrative Code, Title 37, Part 1, Chapter 35. To this end, every applicant for these three positions must pass the same exam which covers the statute and rules (regardless of the category of company for which the managers/owners are applying). The exam consists of 140 questions and the time allotment is two hours. Question format is true/false and multiple choice. A score of 105 or greater is required to pass the exam.

Exam results are sent to the company mailing addresses after the exam dates. By statute, the Bureau has 30 days to notify test takers of their scores. If the score is failing, a re-exam date will be included in the notice. A re-exam requires a \$100 fee, and applicants are allowed to re-test as often as the exam schedule allows within their 90 day application window.

Scheduled applicants must bring a copy of their invitation letter as well as their driver's license or state ID to the exam; they must also know their application or company license number. All correspondence from the Private Security Bureau will include this number.

CERTIFICATE OF LIABILITY INSURANCE

This form must be used for companies licensed by the Private Security Bureau.
The insurance policy must contain minimum limits of \$100,000.00 per occurrence for bodily injury and property damage and \$50,000.00 per occurrence for personal injury with a minimum total aggregate amount of \$200,000.00 for all occurrences.
This certificate is issued as a matter of information only and confers no rights upon the certificate holder.
The below does not amend, extend or alter the coverage afforded by the policies listed.

Name of Insured: _____ License Number: _____
(Must appear exactly as in the records of the Bureau)

Address of Insured: _____
(Must appear exactly as in the records of the Bureau)

Limits of (Commercial General) Liability:

Bodily Injury/Property Damage: _____

Personal Injury: _____

Aggregate: _____

Policy Number: _____ Effective Date: _____ Expiration Date: _____

*****You MUST complete the following*****

Armed Coverage? _____ Yes _____ No Liquor Exclusion? _____ Yes _____ No

Guard Dog Coverage? _____ Yes _____ No Gov. Housing Exclusion? _____ Yes _____ No

Bond Forfeiture Apprehension Coverage? _____ Yes _____ No

All coverages excluded by endorsement and related to the provision of security services. (For this purpose, other forms may be attached and incorporated by reference): _____

Note: Provisions of Title 10, Chapter 1702 Occupations Code, as amended provide that insurance certificates executed and filed with the Bureau shall remain in force and effect until the insurer has terminated future liability by a 10 day notice to the Bureau.

Authorized Representative

Name of Insurance Company: _____

Insurance Agent's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Texas Insurance License #: _____ Phone Number: (_____) _____

Insurance Agent's Signature: _____ Date: _____

ORDER FORM

Occupations Code/Administrative Rules - \$15.00 (Manager test material)	Quantity _____	Amount \$ _____
Fingerprint Cards - (1-99 cards \$.50 each) (100-999 cards \$.35 each) (1000+ cards \$.15 each)	Quantity _____	Amount \$ _____
Level I Training Course (written materials) - \$8.00	Quantity _____	Amount \$ _____
Level II Training Course (written materials) - \$8.00	Quantity _____	Amount \$ _____
Level III Manual - \$30.00	Quantity _____	Amount \$ _____
Level III Test - \$30.00 (Approved Level III Schools only)	Quantity _____	Amount \$ _____
Level IV Manual - \$30.00	Quantity _____	Amount \$ _____
Level IV Test - \$30.00	Quantity _____	Amount \$ _____
Level IV DVDs - \$150.00	Quantity _____	Amount \$ _____
Consumer Sign - \$3.00	Quantity _____	Amount \$ _____
PSB Board Meeting DVD - \$30.00 (First DVD production available is July 23, 2008 Board Meeting)	Quantity _____	Amount \$ _____
	Total of Order	Amount \$ _____

Payment may be made to "Texas Department of Public Safety" by cashier's check, money order or licensed company check.

PLEASE COMPLETE THE FOLLOWING INFORMATION BELOW SO WE MAY PROCESS YOUR ORDER.

Name: _____ Company License Number: _____
(if applicable)

Street: _____

City: _____ State: _____ Zip: _____

Telephone (area code + number): _____

Fees submitted to the Board are not refundable or transferable.

Fingerprint Card Tips

Make sure the applicant signs here

Home address of person being fingerprinted

The date and the signature of the person who took the fingerprints

Your company's license number

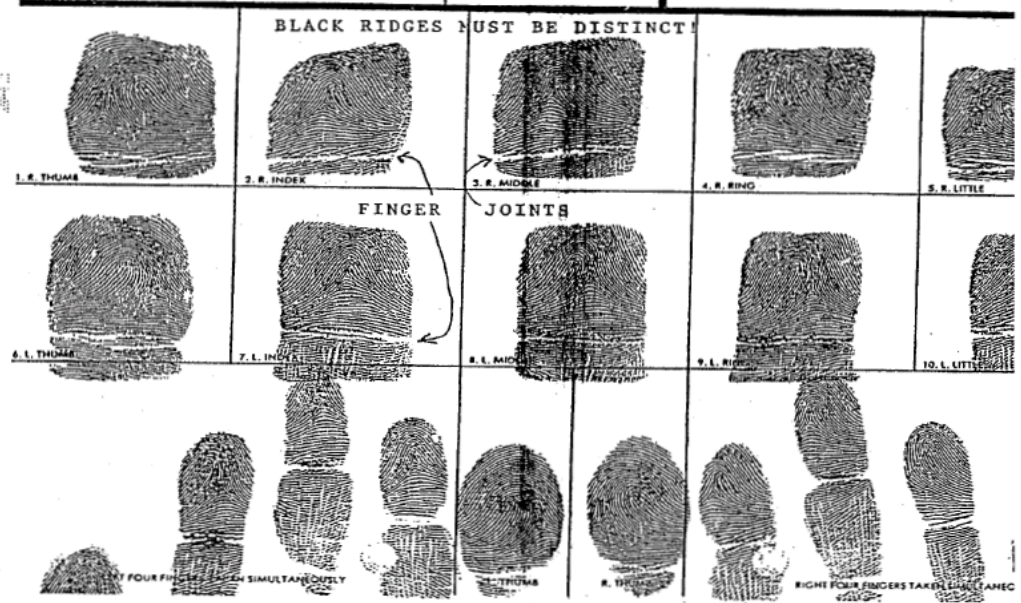
Accurately complete ALL of the information

APPLICANT	LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK			FBI	LEAVE BLANK
		LAST NAME <i>LAM</i>	FIRST NAME	MIDDLE NAME		
SIGNATURE OF PERSON FINGERPRINTED		ALIASES <i>AKA</i>		D O B	DATE OF BIRTH <i>DOB</i>	
RESIDENCE OF PERSON FINGERPRINTED		CITIZENSHIP <i>CITZ</i>		SEX	HAIR	EYES
DATE		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		AGE	HGT	WGT
EMPLOYER AND ADDRESS		YOUR NO. <i>OCA</i>		LEAVE BLANK		
		FBI NO. <i>FBI</i>		CLASS _____		
		ARMED FORCES NO. <i>MNU</i>		REF. _____		
REASON FINGERPRINTED		SOCIAL SECURITY NO. <i>SSC</i>				
PRIVATE SECURITY APPLICANT 411.119		MISCELLANEOUS NO. <i>MNU</i>				

Your company's name and address

Make sure the social security number is accurate and readable

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK			EYES		LEAVE	
SIGNATURE OF PERSON FINGERPRINTED <i>John A. Doe</i>		LAST NAME DOE		FIRST NAME John		MIDDLE NAME D.				DATE
RESIDENCE OF PERSON FINGERPRINTED <i>100 Anywhere Street Austin Texas 78745</i>		ALIASES AKA <i>none</i>		O R L TX920330Z		BD PVT INVEST &				DATE
DATE <i>01-02-00</i> SIGNATURE OF OFFICIAL TAKING FINGERPRINTS <i>J. B. Pints</i>		CITIZENSHIP CTZ U.S.A.		SEX M		HAIR W		HGT 6'1"		WEIGHT 200
EMPLOYER AND ADDRESS <i>XYZ Security 200 Downtown Street Austin, Texas 78745</i>		YOUR NO. OR C-9999		FBI NO. (ER)		CLASS		HAIR brn		PLACE Au
REASON FINGERPRINTED PRIVATE SECURITY APPLICANT 411.119		ARMED FORCES NO. MINU		SOCIAL SECURITY NO. 400-00-0000		MISCELLANEOUS NO. MINU		LEAVE BLANK		REF.



FINGERS MUST BE ROLLED FROM NAIL TO NAIL AND PAST THE FIRST FINGER
 CARE MUST BE TAKEN TO ROLL EACH FINGER IN THE CENTER OF EACH FINGER
 THE WEIGHT OF EACH FINGER IS ENOUGH PRESSURE.
 BE SURE TO ROLL EACH FINGER IN THE PROPER BLOCK.
 USE ONLY BLACK FINGERPRINT INK.
 INDICATE IF THERE IS AN AMPUTATION IN THE FINGER BLOCK.