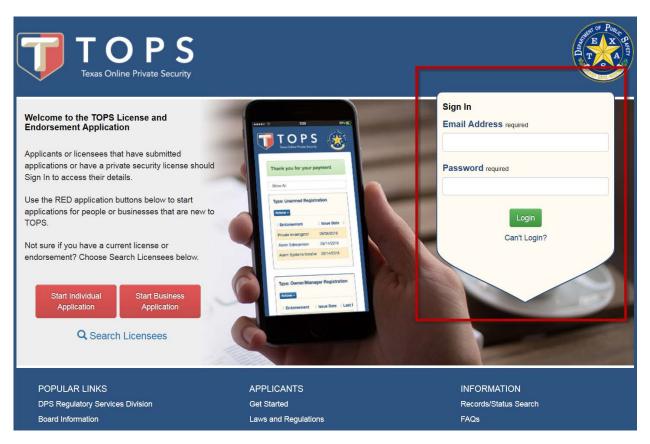
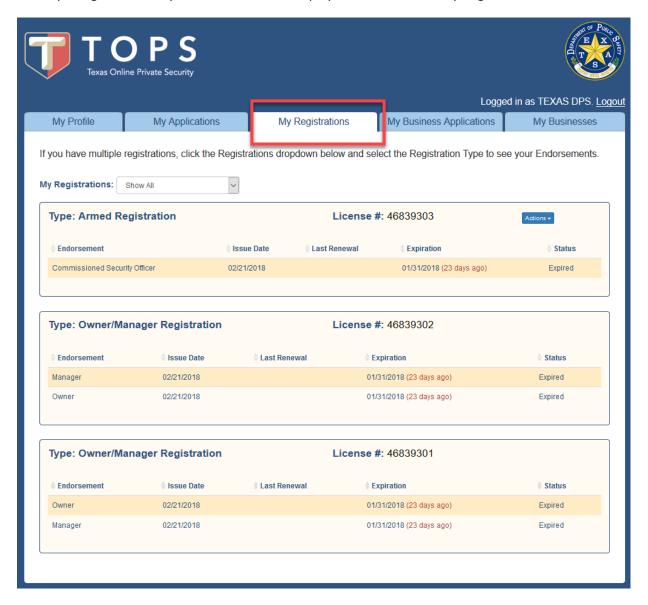
Individual Renewal Instructions

- 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.

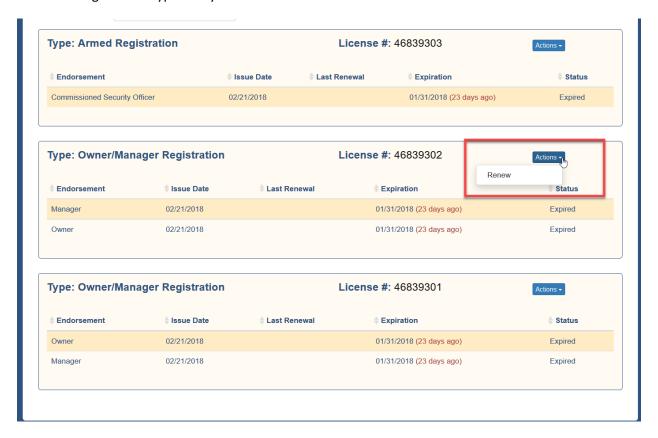
Individual registrants <u>Sign-In</u> with their personal email address to access their profile. If you have never logged in before or have forgotten your password, click on "<u>Can't Login</u>" and follow the steps to gain access to your TOPS profile.



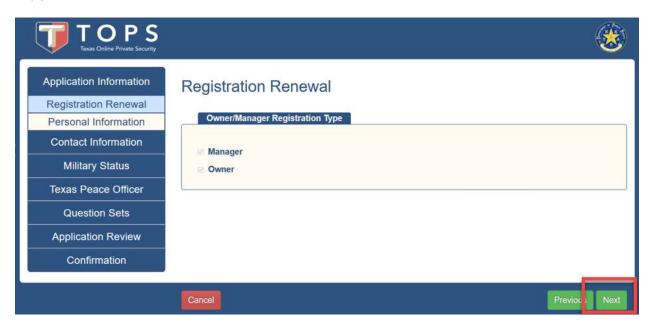
When you sign in, the "My Profile" tab will be displayed – click on the "My Registrations" tab



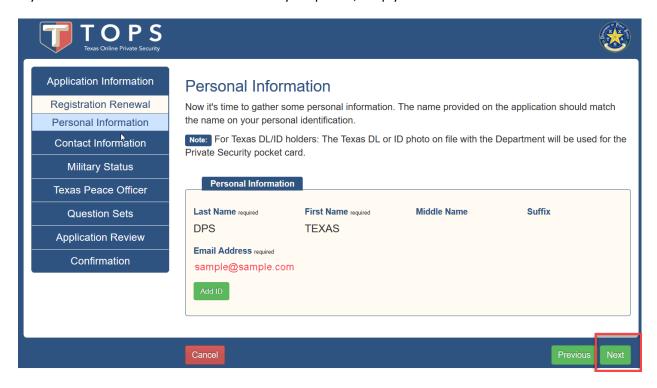
Select the registration type that you want to renew and click the actions button. Then click on renew.



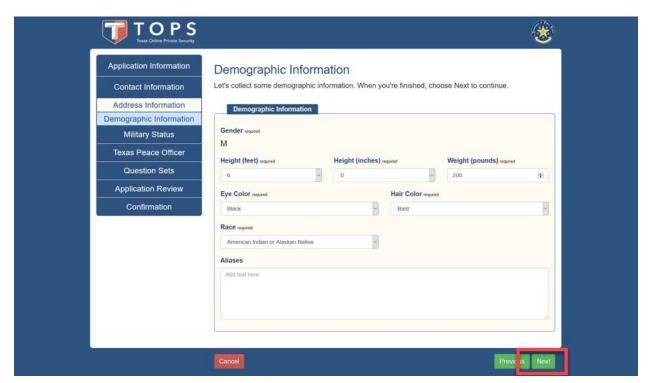
All registrations within the same category type (armed, unarmed, etc.) will be pre-selected. Unselect any you do not wish to renew. Click Next.



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

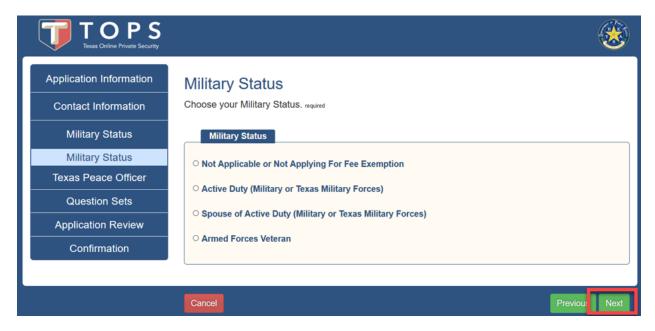


On the demographic information page, make any necessary changes and click next.



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"



Acknowledgement Questions

Manager Experience Acknowledgment Questions

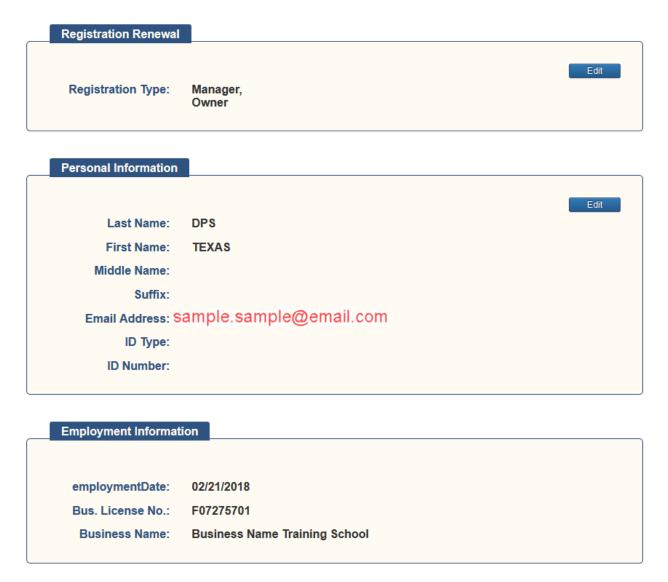
Read carefully and select the appropriate answer. Application cannot proceed if all questions are not answered and all acknowledgements checked.

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
O Yes
O No
C NO
Acknowledgments
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
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
 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

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

Background I	Information Questions
1. Have you ev	rer been convicted, in any jurisdiction, of a felony level offense? required
O Yes - Les	s than 10 years since completing my sentence or probationary period.
O Yes - Mor	e than 10 years since completing my sentence or probationary period.
○ No	
2. Have you ev	rer been convicted, in any jurisdiction, of a Class A or equivalent misdemeanor? required
O Yes - Les	s than 5 years since completing my sentence or probationary period.
_	e than 5 years since completing my sentence or probationary period.
○ No	
	rithin the past 5 years, been convicted, in any jurisdiction, of a Class B misdemeanor or
equivalent of	ffense? required
O Yes	
○ No	
4. Are you cur	rently charged with, or under indictment for, a felony, or Class A misdemeanor?
○ Yes	
○ No	
5. Are you cur	rently charged with a Class B misdemeanor? required
○ Yes	
○ No	
6. Have you ev	ver been found by a court to be incompetent by reason of mental defect? required
○ Yes	
○ No	
7. Were you di	ischarged from the military? required
○ Yes	
-	ceived a dishonorable discharge, a bad conduct discharge, or an other than honorable
	rom Armed Forces. I must submit a copy of my DD-214.
○ No	
8. Are you requ	uired 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.



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



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.

