INSTRUCTIONS FOR ORIGINAL COMPANY LICENSE APPLICATION AND GENERAL REQUIREMENTS FOR LICENSING

(Note: For additional information, please visit the PSP website at www.dps.texas.gov/rsd/psb/index.htm)

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

The Private Security Act (Chapter 1702, Texas Occupations Code) requires the licensure of any person or company that provides or offers to provide investigations or security-related services in the state. Providing or offering to provide a regulated service without a license, or knowingly employing or contracting with an unlicensed company to perform a regulated service, is a Class A misdemeanor (first offense). There are also criminal penalties imposed under the statutory provisions of the Act that make the operation of an 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 as an unlicensed company could result in imprisonment for no less than 2 years and no 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.


There are two options for submitting a Company License Application either by mail or by using the Internet “Texas Online” service. If you send in the original application(s) and supporting documents by mail along with the statutory fee(s), you must submit a PSB-50 form (Application and Fee Submission). Go to the “Instructions / Fees / Forms Section” on PSP webpage or see link www.dps.texas.gov/RSD/PSB/forms/index.htm.

To submit the online application, please visit the Private Security Program’s website and go to “Online Application Services” or go to the link https://www.dps.texas.gov/rsd/psb/licenseRegistration/LicenseRegistration/licensingServices.htm. Additionally, you may perform other transactions using the online services such as: Company and Individual original applications, Company and Individual renewal applications, and Employee Information Update applications. Note: you may not register any employees until your company has been issued a license by TX DPS Private Security Program.

Fees submitted by mail must be in the form of a cashier's check, money order or licensed company check. If you submit fees using Texas Online internet service, payments may be made in the form of a credit card or Automated Checking (ACH). Note: All fees submitted to the Private Security Program are non-refundable or transferable.

All application(s) received by PSP are processed in order by the date they are received in the office. Once the company application has been received by (mail or online) and updated to the PSP database, you will be issued a “Z” application file number (Ex: Z00000). Remember: With a “Z” application file number, you may not perform any regulated services or solicit business until your company has been issued a license such as (A00000, B00000, C00000 and etc…).

Company application, supporting documents, and passing the manager’s test must be completed within (90) days of paying the initial fees to the Private Security Program. An original company application may be “abandoned” if the company application, supporting documents and passing the manager’s test have not been completed within the 90 day time frame. If this occurs, the applicant must resubmit a new original company application and the required documents, along with the statutory fee(s). See page 15 for an Original Company Application Checklist.

06/10/2016
Location of Records

(a) All Required Program records of licensed companies and registered employees shall be maintained at the following locations:

- if a company has no branch offices, the records shall be maintained at the principal place of business within the State of Texas; or;
- if a company has one or more branch offices, the records shall be maintained at the branch office within the State of Texas where the registrant or commissioned security officer is employed; or
- if the company has no physical place of business within the State of Texas, the records shall be maintained:
  (i) at the office of the registered agent within the State of Texas; or
  (ii) at any physical location within the State of Texas of an agent or employee of the company.

(b) A company shall notify the board of the location of required records, and of any centralization of records when a branch is closed or if records from area branch offices are centralized.

Applicant Requirements

The statute requires the following: To own, manage or be employed by a licensed company, a person must meet all the requirements set forth in Texas Occupations Code §1702.113, summarized in part (but not in whole) below.

The person must:

- be at least 18 years of age;
- not have been convicted, in any jurisdiction, of a felony level offense.
  1. If yes, to the above, has it been LESS than 10 years since you completed your sentence or probationary period?
- not have been convicted, in any jurisdiction, of a Class A or equivalent misdemeanor.
  1. If yes, to the above, has it been LESS than 5 years since you completed your sentence or probationary period?
- not have been convicted, within the past 5 years, in any jurisdiction, of a Class B misdemeanor or equivalent offense?
- not currently charged with, or under indictment for, a felony, or a Class A misdemeanor.
- not currently charged with, a Class B misdemeanor.
- 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.

These requirements apply universally to all persons licensed and applying for a license. All prospective applicants are strongly encouraged to review and be familiar with Section §1702.113.

By law, the PS Board may deny an application for a license and/or registration on proof that person does not meet the above qualifications. In addition, the Board may deny an application if the applicant has violated any provision of the Private Security Act, made a material misstatement on an application, or engaged in fraud, deceit or misrepresentation.
Class of License, Application Form and Fees:

See Application and Fee Submission Form (PSB-50)

PSB-50 form (Application and fee Submission): The PSB-50 form must accompany all application(s) along with fee(s) when submitting your company application by mail. This form is a reconciliation checklist of all application(s) and fee(s) that are submitted to the Private Security Program. It serves as a resource tool for auditing purposes and alleviates telephone inquiries to the PSP concerning missing or incomplete 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 original application and supporting documents will be returned to the Company.

A Company licensed by the Private Security Program may consist of a single person or several thousand employees or any size in between. Listed below are the classes of licenses, the name of the corresponding application form and the fee amount. You must meet the qualifications outlined in Chapter 1702 Occupations Code:

Class A Fee (PSB-01 form): $350.00 registration fee + $11.00 subscription fee = **$361.00**
*Investigations Company Only*

Class B Fee (PSB-01 form): $400.00 registration fee + $12.00 subscription fee = **$412.00**
1. Guard Company
2. Alarm Systems Company
3. Armored Car Company
4. Courier Company
5. Guard Dog Company
6. Electronic Access Control Device Company
7. Locksmith Company
8. Security Consultant Company

Class C Fee (PSB-01 form): $540.00 registration fee + $16.00 subscription fee = **$556.00**
*Investigations + One or more “Class B” category*

Class F Fee (PSB-09 form): $350.00 registration fee + $11.00 subscription fee = **$361.00**
*Level III Training School*

Class O Fee (PSB-09 form): $350.00 registration fee + $11.00 subscription fee = **$361.00**
*Alarm Level I Training School*

Class P Fee (PSB-11 form): $400.00 registration fee + $12.00 subscription fee = **$412.00**
*Private Letter of Authority*

Class X Fee (PSB-11 form): $400.00 registration fee + $12.00 subscription fee = **$412.00**
*Government Letter of Authority*

Class T Fee (PSB-54 form): **$2,500** registration fee
*Telematics*

Class Y Fee (PSB-10A and PSB-10B forms): $350.00 registration fee + $11.00 subscription fee = **$361.00**
*Continuing Education School*
See Company License Application Form (PSB-01)

The information below serves as a guide to assist you with properly filling out the PSB-01 form.

Company Name
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.

A person applying for a New Company will need to complete PSB-01 (Company License Application) form. The Company License Application form helps PSP determine the name, dba (doing business as), type of ownership, proprietorship or corporate status of your company. Please ensure you attach copies of the dba for the company or partnership, and any papers of incorporation from the Secretary of State. This will help determine the registration requirements for the company officers.

Assumed Name:
All applicants doing business under an assumed name shall submit a certificate from the county clerk of the county of the applicant’s residence place of business showing compliance with the assumed name statute.  
Ex: If you use any name other than the applicant’s legal given name (i.e., John Doe) 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.”

Corporations using an assumed name shall submit a certificate from the Texas Secretary of State and the county clerk of the county of the applicant’s residence showing compliance with the assumed name statute.

Company Address and Business Telephone:
Mailing Address: is where the company would like to receive correspondence from the Private Security Program. Note: this can be a physical address or PO Box. Only mailing address is displayed on the Private Security Program’s website.

Physical Address – is the location of your place of business. A physical address cannot be a PO Box.

Business Telephone and/or fax – provide your business area code and number.
**Type of Ownership:**
- Sole Proprietor (single owner)
- Partnership (two or more owners)
- Corporations (established through the Texas Secretary of State) this also includes: Limited Liability Partnership (LLP) and Limited Liability Corporations (LLC).

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<thead>
<tr>
<th>If you are applying as:</th>
<th>You must also send:</th>
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<tbody>
<tr>
<td>sole proprietor</td>
<td>An assumed name certificate from the county clerk showing you as the owner.</td>
</tr>
<tr>
<td>partnership</td>
<td>An assumed name certificate from the county clerk listing all partners.</td>
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<tr>
<td>corporation using the corporation's chartered name</td>
<td>A certificate of existence from the Texas Secretary of State's Corporation Section.</td>
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<tr>
<td>corporation using an assumed name</td>
<td>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.</td>
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**State the General nature of the service(s) you intend to provide:** Self explanatory

**Name of Manager:** Provide the name of the person who will be responsible for day to day operations. A license holder’s business shall be operated under the direction and control of one manager. *Note: A license holder may not apply to designate more than one individual to serve as manager of the license holder’s business.*

**Complete reverse side of Company License Application form:**
- Ownership Information – Sole Proprietor – State the name of the individual owner.
- Corporation or Partnership – each person listed must register with the Private Security Program.
- 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.

| See Ex: Percentage of Interest | Last Name | First Name | MI |

**Signature of Applicant:** Any Owner, Officer, Partner, Shareholder personnel who is registering with PSP must be authorized to sign and date the **PSB-01** form.
Owner, Officer, Partner and Shareholder Information

See Owner/Manager Application Form (PSB-04A or PSB-04B-online)

The Owner/Manager Application is another part of the company license application process. This application form is to register Owner(s), Officer(s), Partner(s), Shareholder(s), Manager and Supervisor of a company.

An Owner/Manager application is required on all owners, partners or shareholders who own 25% or more of the company and perform daily business operations with that company.

How to complete a PSB-04A Form

Employment Hours: select Full Time or Part Time

Check one item only - Type of Registration: select the type of registration you are applying for. Note: If you are an Owner/Manager then select Owner, Officer, Partner, Shareholder /Manager or if you are an Owner/Supervisor select Owner, Officer, Partner, Shareholder /Supervisor. The statutory fee for this type of registration is $60.00.

If you are registering as a Manager or Supervisor “Only” make the appropriate selection and pay the statutory fee of $38.00.

Please check the appropriate box(s) - FBI Fingerprint fee and Submission

Company Name: write the company name you plan to use or the existing name of the “Active” company registered with PSP.

Company Number: A new company license applicant will not have a company number until the application information is entered into PSP database. If the company is registered with PSP and “Active,” then write down the company number.

Social Security Number: applicant must have a valid SSN in order to apply for registration.

TX Driver License or TX ID: provide DL or ID, please include issuing state.

Name: applicant’s full birth name and/or married name.

Home Address: applicant’s physical residence address

Home Phone: applicant’s contact number

Date of Birth: self explanatory

Place of Birth: if born in the U.S., provide city and state. If born outside the US, provide the country.

Applicants Demographics: make selection for sex, eyes, hair and race. Height and weight- write this information in the appropriate space.

List any alias you have used: names that are not your birth name or given name.

Describe your Duties: the type of work you will be performing.

Complete reverse side of Owner/Manager Application form:
Background History Questions: place an “x” to mark your appropriate response and answer each question.

Applicants Signature and Date: self explanatory

Applicant’s Date of Employment: The employment date would be the date employed as manager/supervisor. For a new company, not yet licensed, employment begins “upon license issue.”

Qualified Manager or Owner Signature and Date: Any Owner, Officer, Partner, Shareholder and/or Manager who is registering with PSP must be authorized to sign and date the PSB-04A or PSB-04B form.

Owner/Manager Application Forms for submission:
Owner/Manager Application (PSB-04A or PSB-04B-online)
1. Complete application and submit appropriate fee.
2. The applicant must sign and date form PSB-04A or PSB-04B-online.
3. The employment date would be the date employed as manager/supervisor. For a new company, not yet licensed, employment begins “upon license issue.”
4. The owner or qualified manager applicant would then be authorized to sign and date the form in the required block.
5. Submit FBI Fee $25.00 – (mail or online)- Note: (a) if you are a first time applicant or your registration(s) have expired for one (1) year or more then the $25.00 fee is required for a background check. (b) If you have a current registration on file with PSP, a background check is not required.

Additional Information:
Operation without Manager
When a qualified manager or supervisor of a license has terminated his position, and the board was notified of the termination in writing within 14 days of the termination, the business shall be operated by an owner, officer, partner or shareholder. No licensed company shall be operated without a manager for a period exceeding 60 days after the date of the previous manager's termination. See form PSB-19A (Notification of Termination for Company Management Employees).

Re-assignment of Company License
Assignment of a license is permitted only where the majority of the owners of the original licensee consent to the assignment and will maintain a majority ownership in the proposed assignee (the new company).

For example, if a sole proprietor wishes to assign his company license to a corporation, he or she must maintain 51% ownership in the corporate stock. Otherwise, a new license is required. Similarly, the assignment of a corporation’s license would be permitted only if a stockholder’s majority consented to it, and this same set of persons would be the majority owners of the new company.

Alternatively, should a partnership in which each partner owns 50% wishes to dissolve, with one partner taking over the business, no assignment would be permitted. In this case, neither partner owns a majority of the company, so neither can consent to the assignment.

06/10/2016
Managerial Requirements, Experience, Exam Information and Forms

See Owner/Manager Application Form (PSB-04A or PSB-04B-online)

Manager Requirements

A license holder’s business shall be operated under the direction and control of one manager. **Note: A license holder may not apply to designate more than one individual to serve as manager of the license holder’s business.**

If a manager lacks the experience to qualify as a manager in any category of service included in a license or application, the license holder must designate a qualified supervisor who is responsible for each service for which the manager is not qualified.

Maintenance of supervisory position on a daily basis--For purposes of §1702.120, Texas Occupations Code, this phrase requires that the manager have continuous oversight of no more than three (3) companies and two (2) schools, the supervised individuals, or their intermediate level supervisors, in a manner sufficient to ensure that all supervised individuals are complying with these rules and with the Act.

Managerial Experience

**Investigation Company Manager Experience:**
Investigator experience must meet one of the following qualifications: three (3) consecutive years of investigation-related experience; a bachelor’s degree in criminal justice; a bachelor’s degree, with an additional six months of investigation-related experience; an associate degree in criminal justice or related course of study, with an additional twelve months of investigation-related experience; or a specialized course of study directly designed for and related to the private investigations profession, taught and presented through affiliation with a four-year college or university accredited and recognized by the State of Texas. This course of study must be endorsed by the four year college or university’s department of criminal justice program and include a departmental faculty member(s) on its instructional faculty. This course of study must consist of a minimum of two hundred face-to-face classroom hours including coverage of ethics, Private Security Board administrative rules, the Private Security Act, and related statutes. Other combinations of education and investigation-related experience may be substituted for the above at the discretion of the Program manager. The bachelor’s degrees, associate degrees and specialized courses referenced in section (a) of this rule must be affiliated with a college or university recognized by the Texas Higher Education Coordination Board, Southern Association of Schools and Colleges or other accreditation organization recognized by the State of Texas.

**Security Services Contractor Manager Experience (Class B) exception Guard Company:**
Experience for any Class B (except Guard Company), Security Services Contractor license must have before the date of application, two (2) consecutive years of verifiable work experience performed on a full-time basis in each category of license for which you are applying.

**Security Consultant Manager Experience:**
Experience for Security Consultant Company license must have before the date of application, two (2) consecutive years of verifiable work experience in performing security consultation on a full-time basis.

06/10/2016
Guard Company Manager Requirements:
(a) All applicants for registration as manager of a guard company must be at least 21 years of age at the time of application.
(b) All such applicants must have at least three (3) years accumulated employment experience in the field in which the applicant’s prospective employer is licensed, including at least one (1) year of experience in a managerial or supervisory position.

Locksmith Manager Requirements:

Two consecutive years of full-time locksmith-related experience; or
Successful completion of a Department-approved 48-hour basic locksmith course and a 600-hour fundamentals of locksmith course, with the following curriculum content:
Introduction to Locksmithing
State of Texas DPS-PSP Regulations & Rules
State of Texas & US Government business requirements
Key Blank Identification
Key Machine & Key Duplication
Codes & Code Cutting
Basic Lock Types
Basic Picking
Rim & Mortise Cylinders
Key in Knob/Key in Lever Locks
Deadbolts & Mortise Locks
Installations
Impressioning
Basic Master-keying
Basic Safe Servicing
Small Format Interchangeable Core
High Security & Key Control Cylinders
Automotive Opening
Automotive key generation & programming
Exit/Panic device servicing, replacement, & installation
Door Closer servicing, replacement, & installation
Cabinet & Drawer lock servicing, replacement, & installation
Safe installation, moving, & anchoring
Single door access control service & installation;
(B) Successful passage of a basic locksmith proficiency exam that covers a minimum of 12 locksmith subjects and is approved by the Department; and
(C) Successful completion of a 2000-hour internship with a locksmith company, licensed in continuous good standing in the state of Texas.
(b) Other combinations of education and locksmith-related experience may be substituted for the above at the discretion of the Department.

Note: 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.
Manager Exam Information:
The applicant applying as a manager/supervisor or consultant is required to demonstrate qualifications in the person’s license classification, including knowledge of applicable state laws and administrative rules by taking and passing an examination.

- The exam consists of 100 questions – multiple choice and true/false. A score of 70 or greater is required to pass the exam.
- Exams are only administered in the Austin Headquarters-Department of Public Safety Complex by appointment only. **Note:** Please do not call Private Security Program (PSP) to inquire as to the exam date. The PSP will notify applicants by mail of all test dates and times.
- Scheduled applicants must bring in 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 file number or company license number. Please refer to correspondence letter from the Private Security Program to obtain your application or company license number.
- Exam results are released not later than the 30th day after a person takes a licensing examination.
- The “exam fee” is included in the original company license application fee. A person who fails the examination must pay a reexamination fee to take a subsequent examination. The cost for a reexamination is $100. Applicants are allowed to retest as often as the exam schedule allows within their 90 day application window.
- Study material for the Manager Exam can be found on the Private Security Program’s website under “Statutes and Rules” (Chapter 1702, Occupations Code and Current Administrative Rules). **Note:** For the Manager’s test you will need to study material in both the Occupations Code/Admin. Rules. If you would like to purchase the law book and admin. rules, please complete PSB-21 Order Form, order both reference material and submit $16.

Manager/Supervisor Application Forms for submission:
Owner/Manager Application (PSB-04A or PSB-04B-online)

1. The applicant must sign and date form PSB-04A or PSB-04B-online.
2. The employment date would be the date employed as manager/supervisor. For a new company, not yet licensed, employment begins “upon license issue.”
3. The owner or qualified manager applicant would then be authorized to sign and date the form in the required block.
4. Submit FBI Fee $25.00 – (mail or online)- **Note:** (a) if you are a first time applicant or your registration(s) have expired for one (1) year or more then the $25.00 fee is required for a background check. (b) If you have a current registration on file with PSP, a background check is not required.

06/10/2016
Criminal History and Fingerprint Information

**Criminal History Information:**

All applicants undergo criminal history checks by submitting classifiable fingerprints to the Private Security Program. 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 and sent to the Private Security Program 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 investigative or security services industry, until such time that the applicant can show that they meet the requirements to be issued a license or registration.

**Fingerprint Information:**

On the [PSB-04A](#) (Owner/Manager Application) or [PSB-04B](#) (Online Owner/Manager Application Background History Questionnaire), please check the appropriate boxes (if necessary):

- ( ) Submit FBI Fee $25.00 – (mail or online)- **Note:** *(a)* if you are a first time applicant or your registration(s) have expired for one (1) year or more then the $25.00 fee is required for a background check. *(b)* If you have a current registration on file with PSP, a background check is not required.

All Original Private Security applicants are required to submit fingerprints to DPS through the [Fingerprint Applicant Services of Texas (FAST)](#), as part of the complete application. Private Security applicants must submit fingerprints electronically, unless the applicant qualifies for [alternative fingerprint process](#). Instructions for scheduling a fingerprint appointment can be found [here](#). If an electronic fingerprinting appointment cannot be scheduled within three business days, DPS can be contacted at [Fingerprint Services](#).
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 Program, a certificate of proof of liability which must be kept in full compliance and effect at all times. If a company’s insurance expires or is cancelled, the company license is immediately suspended and the company must cease operation until all insurance requirements are met and the license is reinstated.

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.

*Note: Do not submit the PSB-05 form until the manager applicant has successfully passed the manager’s exam.*
Remember: A company with a “Z” application file number cannot register any employees listed below until the company is licensed.

IF YOU ARE APPLYING FOR:  

Commissioned Security Officer:  
1. Completed PSB-38A (Original Commission Application) form or PSB-38B if utilizing the online application process  
2. $50.00 registration fee + $5.00 subscription fee + $5.00 pocket card fee = $60.00  
3. $25.00 FBI fingerprint fee  
4. Attach a copy of your signed FAST receipt or; attach a completed PSB-00 (Peace Officer Training Certification and Fingerprint Waiver) Full-time or Retired Peace Officer Only  
5. Copy of TPSB Level Two Certificate  
6. Copy of TPSB Level Three Certificate  

Personal Protection Officer (PPO):  
(A PPO must have Commissioned Security Officer registration on file with PSP before submission of a PPO application)  
1. Completed PSB-12 (Application for Personal Protection Officer Authorization) form  
2. $50.00 registration fee + $5.00 subscription fee + $5.00 pocket card fee = $60.00  
3. $25.00 FBI fingerprint fee  
4. Attach a copy of your signed FAST receipt or; attach a completed PSB-00 (Peace Officer Training Certification and Fingerprint Waiver) Full-time or Retired Peace Officer Only  
5. Completed TPSB Level Two Certificate on file with PSP  
6. Completed TPSB Level Three Certificate on file with PSP  
7. Submit Declaration of Psychological and Emotional Health document  

Noncommissioned Security Officer:  
1. Completed PSB-03A (Original Registration Application) form or PSB-03B if utilizing the online application process  
2. $30.00 registration fee + $3.00 subscription fee + $5.00 pocket card fee = $38.00  
3. $25.00 FBI fingerprint fee  
4. Attach a copy of your signed FAST receipt or; attach a completed PSB-00 (Peace Officer Training Certification and Fingerprint Waiver) Full-time or Retired Peace Officer Only  
5. Copy of TPSB Level Two Certificate  

Private Investigator, Guard Dog Trainer, Branch Office Manager, Alarm Monitor, Alarm Installer, Alarm Salesperson, Locksmith, Electronic Access Control Device Installer, Employee of License Holder, Security Consultant:  
1. Completed PSB-03A (Original Registration Application) form or PSB-03B if utilizing the online application process  
2. $30.00 registration fee + $3.00 subscription fee + $5.00 pocket card fee = $38.00  
3. $25.00 FBI fingerprint fee  
4. Attach a copy of your signed FAST receipt or; attach a completed PSB-00 (Peace Officer Training Certification and Fingerprint Waiver) Full-time or Retired Peace Officer Only form
Security Salesperson:
(Do not apply for this if you sell or install alarms)

1. Completed PSB-03A (Original Registration Application) form or PSB-03B if utilizing the online application process
2. $30.00 registration fee + $3.00 subscription fee + $5.00 pocket card fee = $38.00
   3. $25.00 FBI fingerprint fee
4. Attach a copy of your signed FAST receipt or; attach a completed PSB-00 (Peace Officer Training Certification and Fingerprint Waiver) Full-time or Retired Peace Officer Only form

Instructor:

1. Completed PSB-55A (Original Instruction Application) form or PSB-55B if utilizing the online process
2. $100.00 registration fee + $5.00 subscription fee + $5.00 pocket card fee = $110.00
   3. $25.00 FBI fingerprint fee
4. Attach a signed copy of your FAST receipt or; attach a completed PSB-00 (Peace Officer Training Certification and Fingerprint Waiver) Full-time or Retired Peace Officer Only form
5. Attach documents of qualifications to instruct

**NOTE:** If you are a Texas peace officer, you are not required to submit fingerprints; however, you must submit form PSB-00 (Peace Officer Training Certification and Fingerprint Waiver) along with your application.

FEE(S) SUBMITTED BY MAIL MUST ALSO HAVE A PSB-50 FORM ATTACHED.

FEES SUBMITTED BY MAIL MUST BE IN THE FORM OF A CASHIER’S CHECK, MONEY ORDER OR LICENSED COMPANY CHECK.
FEES SUBMITTED ONLINE USING THE TEXAS ONLINE SERVICE MAY PAY BY CREDIT CARD OR AUTOMATED CHECKING (ACH).

**REMINDER:** ALL FEES SUBMITTED TO THE PROGRAM ARE NOT REFUNDABLE OR TRANSFERABLE.
## Original Company Application Checklist

### Part I (Company)

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<th>Place an (X) if completed:</th>
<th>Date Item submitted</th>
<th>Item required for submission to PSP</th>
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<tr>
<td></td>
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<td>Completed form <strong>PSB-50</strong> (Application and Fee Submission)</td>
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<td></td>
<td></td>
<td>Completed form <strong>PSB-01</strong> (Company License Application)</td>
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<td></td>
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<td>Submitted Assumed Name and/or Certificate of Existence documents</td>
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<td>Submitted appropriate company application fee</td>
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### Part II (Owner, Officer, Partner & Shareholder)

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<th>Place an (X) if completed:</th>
<th>Date Item submitted</th>
<th>Item required for submission to PSP</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Completed form <strong>PSB-04A or PSB-04B</strong> (Owner/Manager Application)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submitted FAST receipt or <strong>PSB-00</strong> (Peace Officer Fingerprint Waiver) form</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submitted a copy of a state or government-issued identification card, issued by the State of Texas or by the state of the applicant’s residence.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submitted appropriate Owner/Manager application(s) and fee(s)</td>
</tr>
</tbody>
</table>

### Part III (Manager/Supervisor Only)

<table>
<thead>
<tr>
<th>Place an (X) if completed:</th>
<th>Date Item submitted</th>
<th>Item required for submission to PSP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Completed form <strong>PSB-04A or PSB-04B</strong> (Owner/Manager Application)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submitted or FAST receipt or <strong>PSB-00</strong> (Peace Officer Fingerprint Waiver) form</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submitted appropriate Manager/Supervisor application fee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submitted a copy of a state or government-issued identification card, issued by the State of Texas or by the state of the applicant’s residence.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submitted <strong>PSB-21</strong> (Order Form) for Chapter 1702, Occupations Code and Current Administrative Rules (optional)</td>
</tr>
</tbody>
</table>

### Part V (Insurance)

<table>
<thead>
<tr>
<th>Place an (X) if completed:</th>
<th>Date Item submitted</th>
<th>Item required for submission to PSP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Submitted form <strong>PSB-05</strong> (Certificate of Liability Insurance)</td>
</tr>
</tbody>
</table>

06/10/2016
Texas Department of Public Safety - Private Security Program
Address and Contact Information

- Physical address:
  Texas Department of Public Safety
  5805 N. Lamar Blvd
  Austin, Texas 78752

- Mail with money/fees:
  Texas Department of Public Safety
  Private Security Program
  PO Box 15999
  Austin, Texas 78761

- Mail without money/fees:
  Texas Department of Public Safety
  Private Security Program
  PO Box 4087
  Austin, Texas 78773

- Contact Us or Upload documents:
  https://www.dps.texas.gov/rsd/contact/default.aspx