

**INSTRUCTIONS FOR ORIGINAL COMPANY LICENSE APPLICATION AND GENERAL
REQUIREMENTS FOR LICENSING**

(Note: For additional information, please visit the PSB website at www.txdps.state.tx.us/psb)

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.

Regulated services include: Investigations, Guards (both unarmed and armed), Security Alarms, Armored Car Service, Courier Service, Electronic Access Devices, Locksmiths, Guard Dogs, Telematics, Security Consultants and Training Schools.

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 PSB webpage or see link www.txdps.state.tx.us/psb/forms/index.htm.

To submit the online application, please visit the Private Security Bureau’s website and go to “Online Application Services” or go to the link www.txdps.state.tx.us/psb/licenses.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 Bureau.*

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 Bureau are non-refundable or transferable.

All application(s) received by PSB 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 PSB 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...). It may take 8-12 weeks to (process a new company application).

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 Bureau. 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).

The last page of this document contains an Original Company Application Checklist for your use. See page 17.

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 of two or more felony offenses, a single felony within the past twenty years; a Class A misdemeanor within the past ten years or disqualifying Class B misdemeanors within the last 5 years;
- not be currently charged with a Class A or B misdemeanor or felony offense, under an information or indictment;
- not have been adjudicated as 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 officer 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 PSB 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 or in the PSB front lobby. 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 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 Bureau 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 (Combination with any Class B)
7. Locksmith 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 D Fee ([PSB-01](#) form): \$400.00 registration fee + \$12.00 subscription fee= **\$412.00**
*Electronic Access Control Device Company Only

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

New Company License General Information

See *Company License Application Form (PSB-01)*

The following information will help you fill out the PSB-01 form.

Note: 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.)

A person applying for a New Company will need to complete [PSB-01](#) (Company License Application) form. The Company License Application form helps PSB 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 Bureau. *Note: this can be a physical address or PO Box. Only mailing address is displayed on the Private Security Bureau'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.

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 \$55.00.

If you are registering as a Manager or Supervisor “Only” make the appropriate selection and pay the statutory fee of \$33.00.

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 PSB.

Company Number: A new company license applicant will not have a company number until the application information is entered into PSB database. If the company is registered with PSB 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 TX DL or TX ID, however, this is not a required field if the applicant does not have a TX DL or TX ID.

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 personnel who is registering with PSB 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 PSB, a background check is not required.
 - () Attach two (2) fingerprint cards – **Note:** fingerprint cards must be PSB approved. **or;**
 - () Attach copy of your signed FAST receipt (electronic fingerprinting process) – **or;**
 - () Attach [PSB-49](#) Peace Officer Fingerprint Waiver – **Note:** if you are a peace officer, you are not required to submit FBI fingerprint cards; however, you must submit the [PSB-49](#) form (Peace Officer Fingerprint Waiver) along with your application.

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.

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:

Investigators company experience should include at least three (3) years of verifiable work experience performed on a full-time basis in the field of investigation.

Security Services Contractor Manager Experience (Class B) exception Guard Company:

Experience for any Class B (except Guard Company), Security Services Contractor license should include at least two (2) years of verifiable work experience performed on a full-time basis in each category of license for which you are applying.

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.

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. Experience is determined based on submission of the [PSB-02](#) Verification of Experience Form.

Verification of Experience

See *Verification of Experience Form* ([PSB-02](#))

The [PSB-02](#) form (Verification of Experience) is required for each manager/supervisor applicant. Experience requirements are covered in the Chapter 1702, Occupations Code, Sections 1702.114 and 115. **Note:** *The [PSB-02](#) form should be completed by clients or employers who can verify your work experience in the category of license for which you are applying.* Peace officer experience that is cited must be specified as either “full time and paid” or its equivalent. If the Private Security Bureau cannot determine an applicant’s experience, the form will be rejected. Please do not submit attachments as they will not be considered.

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 140 questions – multiple choice and true/false. A score of 105 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 Bureau (PSB) to inquire as to the exam date. The PSB 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 Bureau 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 Bureau’s website under “Statutes and Rules” (Chapter 1702, Occupations Code and Current Administrative Rules). However, if you would like to purchase the law book and rules, please complete [PSB-21](#) Order Form and submit \$15.

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 PSB, a background check is not required.*
 - Attach two (2) fingerprint cards – **Note:** *fingerprint cards must be PSB approved. or;*
 - Attach copy of your signed FAST receipt (electronic fingerprinting process) – **or;**
 - Attach [PSB-49](#) Peace Officer Fingerprint Waiver – **Note:** *if you are a peace officer, you are not required to submit FBI fingerprint cards; however you must submit the [PSB-49](#) form (Peace Officer Fingerprint Waiver) along with your application.*
5. [PSB-02](#) (Verification of Experience)
6. [PSB-21](#) (Order Form) – to study material for manager’s exam, you may order (Chapter 1702, Occupations Code/ Current Administrative Rules).

<h3>Criminal History and Fingerprint Information</h3>

Criminal History Information:

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 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 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:

See How To Process Manual Fingerprint Cards (Page 15 and Page 16)

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 PSB, a background check is not required.*
- Attach two (2) fingerprint cards – **Note:** *fingerprint cards must be PSB approved. or;*
- Attach copy of your signed FAST receipt (electronic fingerprinting process) – **or;**
- Attach [PSB-49](#) Peace Officer Fingerprint Waiver – **Note:** *if you are a peace officer, you are not required to submit FBI fingerprint cards; however you must submit the [PSB-49](#) form (Peace Officer Fingerprint Waiver) along with your application.*

Insurance

See *Certificate of Liability Form* ([PSB-05](#))

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 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.

Class B/ Guard Company – Uniform Requirements

UNIFORM PHOTOGRAPHS:

Only Guard Companies require uniforms.

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.

New company applicants should submit the following to the Private Security Bureau:

- A full length "color snapshot" of someone in uniform and,
- A close-up and clear picture of any badge(s) patch(s) and name tag(s).

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. *Note: The Private Security Bureau must be able to review and approve all these items from submitted photograph(s).*

Other information on Uniform Requirements:

No licensee shall display a badge, shoulder patch, logo or any other identification which contains the words "Law Enforcement" and/or similar word(s) including, but not limited to: agent, enforcement agent, detective, task force, fugitive recovery agent or any other combination of names which gives the impression that the bearer is in any way connected with the federal government, state government or any political subdivision of a state government.

Information for Individual Registrations Application

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:

DOCUMENTS REQUIRED:

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= **\$55.00**
3. **\$25.00** FBI fingerprint fee
4. Attach two classifiable & completed fingerprints on Board issued finger print cards or; 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 One Certificate
6. Copy of TPSB Level Two Certificate
7. Copy of TPSB Level Three Certificate

Personal Protection Officer (PPO):

(A PPO must have Commissioned Security Officer registration on file with PSB 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= **\$55.00**
3. **\$25.00** FBI fingerprint fee
4. Attach two classifiable & completed fingerprints on Board issued finger print cards or; 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 One Certificate on file with PSB
6. Completed TPSB Level Two Certificate on file with PSB
7. Completed TPSB Level Three Certificate on file with PSB
8. 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= **\$33.00**
3. **\$25.00** FBI fingerprint fee
4. Attach two classifiable & completed fingerprints on Board issued finger print cards or; attach a copy of your signed FAST receipt or; attach a completed PSB-49 (Peace Officer Fingerprint Waiver) form
5. Copy of TPSB Level One Certificate
6. Copy of TPSB Level Two Certificate

Private Investigator, Guard Dog Trainer,
Branch Office Manager or Alarm Monitor
Alarm Installer, Alarm Salesperson, Locksmith,
Electronic Access Control Device Installer and Employee of License Holder:

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= **\$33.00**
3. **\$25.00** FBI fingerprint fee
4. Attach two classifiable & completed fingerprints on Board issued finger print cards or; attach a copy of your signed FAST receipt or; attach a completed PSB-49 (Peace Officer Fingerprint Waiver) 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= **\$33.00**
3. **\$25.00** FBI fingerprint fee
4. Attach two classifiable & completed fingerprints on Board issued finger print cards or; attach a copy of your signed FAST receipt or; attach a completed PSB-49 (Peace Officer Fingerprint Waiver) form

Gov. Letter of Authority Non-Commissioned Security Officer:

1. Completed [PSB-03A](#) (Original Registration Application) form
2. **\$10.00** registration fee
3. **\$25.00** FBI fingerprint fee
4. Attach two classifiable & completed fingerprints on Board issued finger print cards or; a signed copy of your FAST receipt or; attach a completed PSB-49 (Peace Officer Fingerprint Waiver) form
5. Copy of TPSB Level One Certificate
6. Copy of TPSB Level Two Certificate

Gov. Letter of Authority Commissioned Security Officer:

1. Completed [PSB-03A](#) (Original Registration Application) form
2. **\$10.00** registration fee
3. **\$25.00** FBI fingerprint fee
4. Attach two classifiable & completed fingerprints on Board issued finger print cards or; 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
5. Copy of TPSB Level One Certificate
6. Copy of TPSB Level Two Certificate
7. Copy of TPSB Level Three Certificate

Gov. Letter of Authority Personal Protection Officer (PPO):

(A PPO must have Commissioned Security Officer registration on file with PSB before submission of a PPO application)

1. Completed [PSB-03A](#) (Original Registration Application) form
2. **\$10.00** registration fee
3. **\$25.00** FBI fingerprint fee
4. Attach two classifiable & completed fingerprints on Board issued finger print cards or; 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
5. Completed TPSB Level One Certificate on file with PSB
6. Completed TPSB Level Two Certificate on file with PSB
7. Completed TPSB Level Three Certificate on file with PSB
8. Submit Declaration of Psychological and Emotional Health document

Instructor:

1. Completed [PSB-03A](#) (Original Registration Application) form or [PSB-03B](#) if utilizing the online process
2. \$100.00 registration fee + \$5.00 subscription fee= **\$105.00**
3. **\$25.00** FBI fingerprint fee
4. Attach two classifiable & completed fingerprints on Board issued finger print cards or; attach a signed copy of your FAST receipt or; attach a completed PSB-49 (Peace Officer Fingerprint Waiver) form
5. Documentation of qualifications to instruct

Security Consultant:

1. Completed [PSB-32A](#) (Private Security Consultant Application) form or [PSB-32B](#) if utilizing the online process
2. \$300.00 registration fee + \$11.00 subscription fee= **\$311.00**
3. **\$25.00** FBI fingerprint fee
4. Attach two classifiable & completed fingerprints on Board issued finger print cards or; attach a signed copy of your FAST receipt or; attach a completed PSB-49 (Peace Officer Fingerprint Waiver) form

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.*

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 BUREAU ARE NOT REFUNDABLE OR TRANSFERABLE.

**Texas Department of Public Safety- Private Security Bureau
Address and Contact Information**

- **Physical address:**

Texas Department of Public Safety
5805 N. Lamar Blvd
Austin, Texas 78752

Texas Department of Public Safety
Private Security Bureau
5806 Guadalupe, Building I
Austin, Texas 78752

- **Mail with money/fees:**

Texas Department of Public Safety
Private Security Bureau
PO Box 15999
Austin, Texas 78761

- **Mail without money/fees:**

Texas Department of Public Safety
Private Security Bureau
PO Box 4087
Austin, Texas 78773

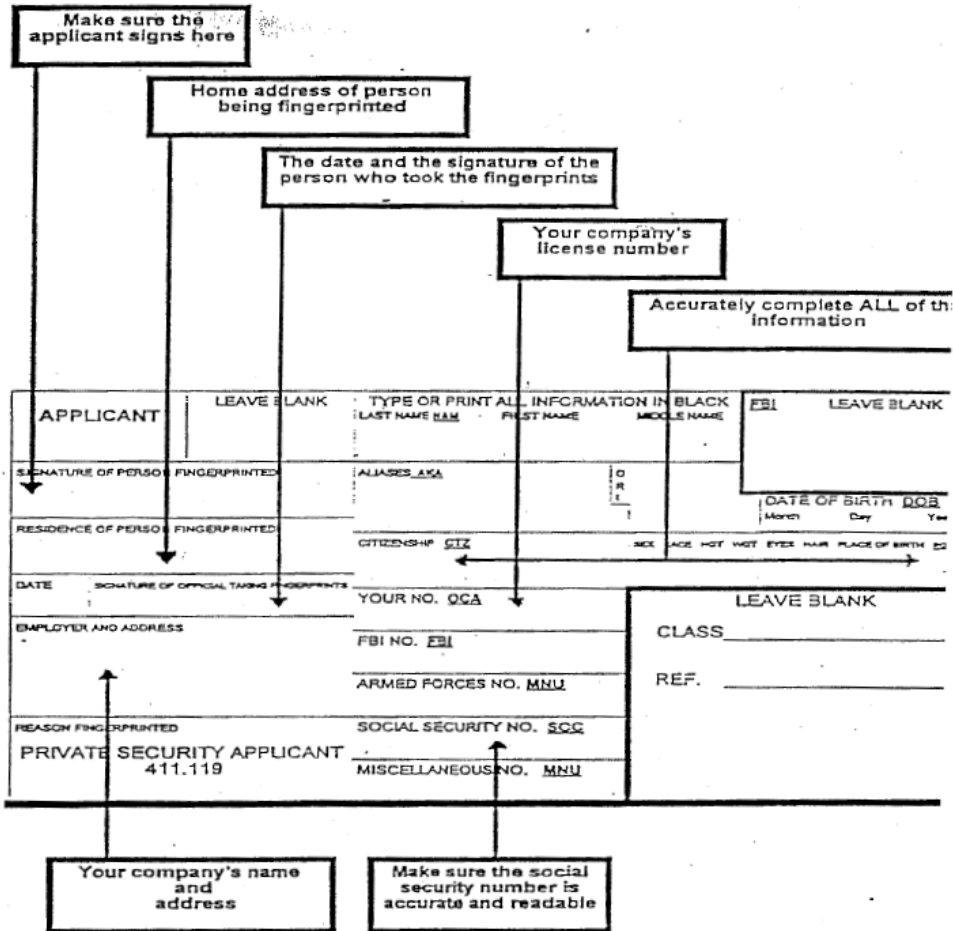
- **Contact:**

Main 512-424-7710
Fax Licensing Section 512-424-7726
Fax Criminal History 512-424-7729
Fax Investigations 512-424-7729
Fax Open Records 512-424-7728

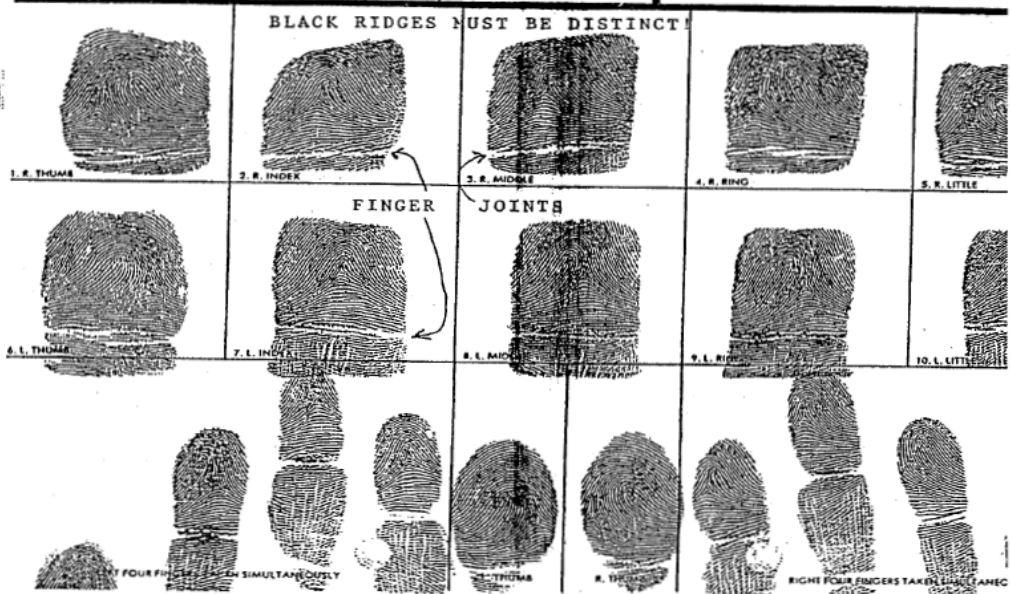
- **TXDPS PSB Homepage: www.txdps.state.tx/psb**

How to Process Manual Fingerprint Cards

Fingerprint Card Tips



APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK			ERI	LEAV
SIGNATURE OF PERSON FINGERPRINTED <i>John D. Doe</i>		LAST NAME <i>DOE</i>		FIRST NAME <i>John</i>		MIDDLE NAME <i>D.</i>		
RESIDENCE OF PERSON FINGERPRINTED <i>100 Anywhere Street Austin, Texas 78745</i>		ALIASES <i>AKA</i> <i>none</i>		O R I TX920330Z BD PVT INVEST & PVT SEC AGCY AUSTIN, TX		DATE <i>01-02-00</i>		
DATE <i>01-02-00</i>		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS <i>J. B. Hints</i>		CITIZENSHIP <i>U.S.A.</i>		SEX <i>M</i>	RACE <i>W</i>	HT <i>6'1"</i>
EMPLOYER AND ADDRESS <i>XYZ Security 200 Downtown Street Austin, Texas 78745</i>		YOUR NO. <i>C-9999</i>		WEIGHT <i>200</i>		HAIR <i>brn</i>	HAIR <i>brn</i>	PLAC <i>Au</i>
SEASON FINGERPRINTED		ARMED FORCES NO. <i>MMU</i>		CLASS		LEAVE BLANK		
PRIVATE SECURITY APPLICANT 411.119		SOCIAL SECURITY NO. <i>400-00-0000</i>		REF.		LEAVE BLANK		
		MISCELLANEOUS NO. <i>MMU</i>						



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.

Original Company Application Checklist

Part I (Company)		
Place an (X) if completed:	Date Item submitted	Item required for submission to PSB
		Completed form PSB-50 (Application and Fee Submission)
		Completed form PSB-01 (Company License Application)
		Submitted Assumed Name and/or Certificate of Existence documents
		Submitted appropriate company application fee
Part II (Owner, Officer, Partner & Shareholder)		
Place an (X) if completed:	Date Item submitted	Item required for submission to PSB
		Completed form PSB-04A or PSB-04B (Owner/Manager Application)
		Submitted (2) PSB Board approved fingerprint cards or FAST receipt
		Submitted form PSB-49 (Peace Officer Fingerprint Waiver)
		Submitted appropriate Owner/Manager application(s) and fee(s)
Part III (Manager/Supervisor Only)		
Place an (X) if completed:	Date Item submitted	Item required for submission to PSB
		Completed form PSB-04A or PSB-04B (Owner/Manager Application)
		Submitted form PSB-02 (Verification of Experience)
		Submitted (2) PSB Board approved fingerprint cards or FAST receipt
		Submitted form PSB-49 (Peace Officer Fingerprint Waiver)
		Submitted appropriate Manager/Supervisor application fee
		Submitted PSB-21 (Order Form) for Chapter 1702, Occupations Code and Current Administrative Rules (Law book is not required to purchase-optional)
Part IV (Guard Company Only)		
Place an (X) if completed:	Date Item submitted	Item required for submission to PSB
		Submitted uniform photos (full length "color snapshot" of someone in uniform)
		Submitted name tag (close-up and clear picture)
		Submitted badge (close-up and clear picture)
		Submitted patch (close-up and clear picture)
Part V (Insurance)		
Place an (X) if completed:	Date Item submitted	Item required for submission to PSB
		Submitted form PSB-05 (Certificate of Liability Insurance)