

TEXAS PRIVATE SECURITY BOARD

TO: All License Applicants

Greetings,

On behalf of the Private Security Bureau, this will provide you with some information which might assist you 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 140,000 registered individuals in approximately 3,500 licensed companies in Texas and across the United States.

In addition to other areas of responsibility, the License Section receives about 8,000 individual applications and about 200 company applications per quarter. We renew approximately 3,500 individual and 875 company applications per quarter. Currently, the Licensing Section is staffed with (6) individuals and with numbers such as above, getting it right the first time helps both the State and you. The average processing time is about six (6) weeks.

I do not claim to have covered all of the given situations in the below information. It is not possible to place all information, under the Private Security Act (Chapter 1702, Texas Occupations Code), in this one letter. It will be necessary for you to invest some time in reading the laws under Chapter 1702 and the Administrative Rules. This is a **brief** explanation of procedures, to help you submit a license packet.

I would first refer you to the Agency website at (www.txdps.state.tx.us). I recommend you browse around, there is an abundance of information available to you. After all, this website should become a constant tool of use, by you.

There are two options for processing original and renewal applications, by mail or using the Internet “TexasOnline” service. In order to obtain or download forms, go to the “PSB Forms Section” on our Agency website and select Microsoft Word or PDF Format. This will take you to a list of PSB forms you will need for processing your application and there are additional forms (minimum) in the

categories mentioned below, for submission of an original Class A, B, C, or D. Refer to forms PSB-27 and PSB-28 for detailed explanations of license types and fees.

PSB-01 NEW COMPANY LICENSE APPLICATION form:

You will need PSB-01 (Company License Application) form. This form determines the name, dba, type of ownership, proprietorship or corporate status of your company. Ensure you attach copies 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 officers.

Addresses of your company: The mailing address can be anywhere you want your mail from the Board sent. The physical address is the actual location of your company.

This Form also establishes the type of ownership (individual using own name, assumed name, partnership or corporation), and the type of license you are applying for (see PSB-01). If any name other than your 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 your last name happens to be "Security".

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

This form also is the first form to identify the qualified manager applicant. This is the individual who must meet the qualifications and experience requirements under Section 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 004.

Ownership information is established by this form. Any owner, officer, partnerships, or shareholder (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, to include LLP's, 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.

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

This form is used by the management (each owner/officer/partner/shareholder/qualified manager and supervisor must submit an application) 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 your 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 you have a current registration on file with the Board**, a background check is **not** required. If you have 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 you require a background check.

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.

Each license must have a qualified manager who has experience in each category you wish to apply 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 his 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.

The manager applicant and any supervisor applicant must complete the Level One Exam, which can be done (free) from our website. 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 complete the Level One Course and be prepared to take and pass the State Exam for Qualified Managers/Supervisors. The State Exam date is assigned by this office and you 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 your 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 our webpage under “Manager’s Test Material.” The Exam study material is the law book itself, Chapter 1702, Texas Occupations Code **and** the

Administrative Rules. Everything in these books is considered testable and may appear on the test, regardless of the type of license you are applying for.

The Level One Course can be taken (free of charge) at our homepage. **NOTE:** The License Section does not control this webpage. You also have the option to purchase the Level One Course from the Agency or attend a Certified School. The advantage of purchase is re-use.

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.

For applicants who complete the Level One Course online, please follow the directions as written on our webpage. Print and retain the “results page” of the Level One Course for yourself and place a copy in your personnel file at the company level. It does not hurt to attach a copy of the “results page” with your application. It will only speed up the process.

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 Form 002/Verification of Experience.

The applicant would sign and date the form.

The employment date would be the date employed, beginning in the position being applied for. A new company, not yet licensed, employment begins “**on license issue.**”

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

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 under Section 1702.114 and 115 of the Occupations Code, Chapter 1702. Experience based on employment as a Peace Officer must be in a “full-time paid position.” You must describe the duties you performed and the dates of service in those duties. You must state, who you performed these duties for and keep in mind, any experience accepted by the Private Security Bureau, must be “**LEGAL**” experience. If the Private Security Bureau cannot determine your experience, your form will be rejected. This will only serve to slow your application process.

UNIFORM PHOTOGRAPHS:

Any Company Application under Guard Services (Class B/Guard Company) must have a uniform approved by the Private Security Bureau. You 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.

I recommend a full length “color snapshot” of someone in uniform. I also recommend that you lay the shirt 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.

An example, 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 your photograph(s).

Only Guard Companies require uniforms.

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

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.

You may also refer to the Agency website at www.txdps.state.tx.us to obtain more information.

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 arrested, charged indicted, entered into any pre-trial intervention, or convicted of any Class A misdemeanor or felony unless a full pardon has been granted;
- not have been arrested, charged, indicted, entered into any pre-trial intervention, or convicted of any Class B misdemeanor within the last five (5) years;
- be mentally competent;
- not be alcohol or drug dependent; and
- if in the Armed Services, must have been Honorably Discharged

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.
- two consecutive years of legally acceptable experience in the guard company business; and
- successful completion of a two-hundred-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.

The importance of liability insurance conditioned to pay on the licensee's behalf in the event of bodily injury, property damage or personal injury is apparent. Consumers and citizens of Texas coming into contact with licensed company have, at least, some assurance that damages could be paid in the event of a wrongful or negligence act.

Currently, there are 163,000 individuals and companies licensed and regulated by the Private Security Bureau. Some of these companies provide investigations, alarm, armored car and guard dog services, but the majorities are guard companies. Statistics reported to the Texas Legislature by the Board over the last three fiscal years indicate that 98% of all licensed companies in Texas are in compliance with the law.

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. Two classifiable fingerprint cards on Board issued FBI fingerprint cards for each owner, officer, partner or shareholder and manager
7. \$25.00 FBI fingerprint fee for each
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. Send in application 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 (200 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 and checking "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 TEXAS ONLINE INTERNET SERVICE.**

ALL FEES SUBMITTED TO THE BOARD ARE NOT REFUNDABLE OR TRANSFERABLE.

**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

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

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 \$20.00 registration fee + \$3.00 subscription fee= \$33.00 for the manager (if not an owner) 5. Two cards of classifiable fingerprints on Board issued fingerprint cards for each owner, officer, partner or shareholder and manager. 6. \$25.00 FBI fingerprint fee for each registration. 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. Copy of TPSB Level One Certificate for manager.(see order form) 10. Order Occupations Code 1702/Administrative Rules on order form to study for manager's exam. 11. PSB-05 (Certificate of Proof of Liability Insurance) form. Note: Insurance form not required until after manager applicant passes test, and needs to be submitted before issuance of 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.

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.

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

() Electronic Access Control Device Company (Includes Gate Operators)

() Locksmith

Class C () Combination of a Class A and Class B – Private Investigation and Security Contractor Company License

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 PS-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.

Ownership Information

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

Individual Owner: _____
Last First Middle

Corporation or Partnership

Officers or Partners	Last Name	First Name	MI
President or Partner	_____	_____	_____
Vice Pres. or Partner	_____	_____	_____
Secretary or Partner	_____	_____	_____
Treasurer or Partner	_____	_____	_____

List all partners or shareholders who own 25% or more of the company

Percentage of Interest	Last Name	First Name	MI
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

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

VERIFICATION OF EXPERIENCE

Please Note: This document should be completed by clients or employers who can verify your legal experience in the category of license for which you are applying. 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. Experience for any Class B, 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.

This is to certify and state that _____
Name of applicant Social Security Number

(Please provide a brief statement below on verifiable work experience)

Dates the above services were performed: from _____ to _____
Month/Day/Year Month/Day/Year

Name of person verifying experience (please print or type) _____

Name of Company (if any): _____

Address: _____
Number & Street City State Zip

Telephone (area code + number): _____

Signature of person verifying experience: _____

Date: _____

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

OWNER / MANAGER APPLICATION

Check one item only:	Original Fee:	Sub Fee:	Total Cost:
<input type="checkbox"/> Owner, Officer, Partner, Shareholder	\$50.00	+ \$5.00	= \$55.00
<input type="checkbox"/> Owner, Officer, Partner, Shareholder / Manager	\$50.00	+ \$5.00	= \$55.00
<input type="checkbox"/> Owner, Officer, Partner, Shareholder / Supervisor	\$50.00	+ \$5.00	= \$55.00
<input type="checkbox"/> Manager Only	\$30.00	+ \$3.00	= \$33.00
<input type="checkbox"/> Supervisor Only	\$30.00	+ \$3.00	= \$33.00
Note: Please check this box if FBI is included.	<input type="checkbox"/> FBI Fee	\$25.00	

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.

If you select more than one item, your application will be returned!
Fees submitted to the Private Security Bureau are not refundable or transferable.

PLEASE TYPE OR PRINT CLEARLY

Company Name: _____ **Company License Number:** _____

Social Security Number: _____ **TX Driver License or TX ID:** _____

Name: _____
Last First Middle

Home Address: _____ **Home Phone:** _____
Number & Street City State Zip area code + number

Date of Birth: _____ **Place of Birth:** _____
City/State or Country

Sex (circle one) 1. Male 2. Female **Height/Weight:** Feet: _____ Inches: _____ Pounds: _____

Eyes (circle one) 1. Blue 2. Brown 3. Gray 4. Hazel 5. Green 6. Black

Hair (circle one) 1. Black 2. Red 3. Gray 4. Brown 5. Blonde 6. Bald

Race (circle one) 1. White 2. Black 3. Spanish 4. Amer. Indian 5. Asian 6. Other: _____

List any alias you have used: _____

Describe your Duties: _____

COMPLETE THE REVERSE SIDE OF THIS FORM

**The Applicant must answer each question below before this application can be processed.
Please clearly print and answer every question with a "yes" or "no" response.**

- 1) Have you **ever** been **arrested** for a Felony, a Class A misdemeanor, Class B misdemeanor or have you ever been court martialled by the military? _____
- 2) Have you been discharged from the Armed Forces under other than honorable conditions? _____ (If yes attach a copy of your DD-214).
- 3) Are you currently under **indictment** for a crime? _____
- 4) Are you an unlawful user of a controlled substance or addicted to any controlled substances? _____
- 5) Have you ever been adjudicated as a mental defective or been committed to a mental institution? _____
- 6) Are you illegally or unlawfully in the United States? _____
- 7) Have you been admitted to the United States under a nonimmigrant visa? _____ If the answer is yes: What is your nonimmigrant registration number? _____
- 8) Have you been convicted in any court of a misdemeanor crime of **domestic violence**? _____
- 9) Have you been ordered by a Court to refrain from engaging in any conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or the partner's child? _____

WARNING: Any arrest described above requires that you must submit documentation with this application from the court in which the action against you was heard. Failure to report an arrest later found by a fingerprint search may result in denial of or loss of a license based solely on the material misstatement of fact in this application.

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:

_____ **Applicants 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.**

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. **\$25.00** FBI fingerprint fee
4. Two classifiable & completed fingerprints on Board issued fingerprint cards
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. Two classifiable & completed fingerprints on Board issued fingerprint cards
4. **\$25.00** FBI fingerprint fee
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. Copy of TPSB Level One Certificate (see PSB-21 Order Form)
7. Completed PSB-02 (Verification of Experience) form showing required experience.
8. Send in application with all fees and requirements. A letter will be sent to the manager applicant in regards to the test date.
9. **Note:** Manager must qualify by passing a manager qualification examination administered by the Private Security Board (200 questions-multiple choice-true/false).

FEES SUBMITTED BY MAIL MUST BE IN THE FORM OF A CASHIER'S CHECK, MONEY ORDER OR COMPANY CHECK OR UTILIZE THE TEXAS ONLINE INTERNET SERVICE.

ALL 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

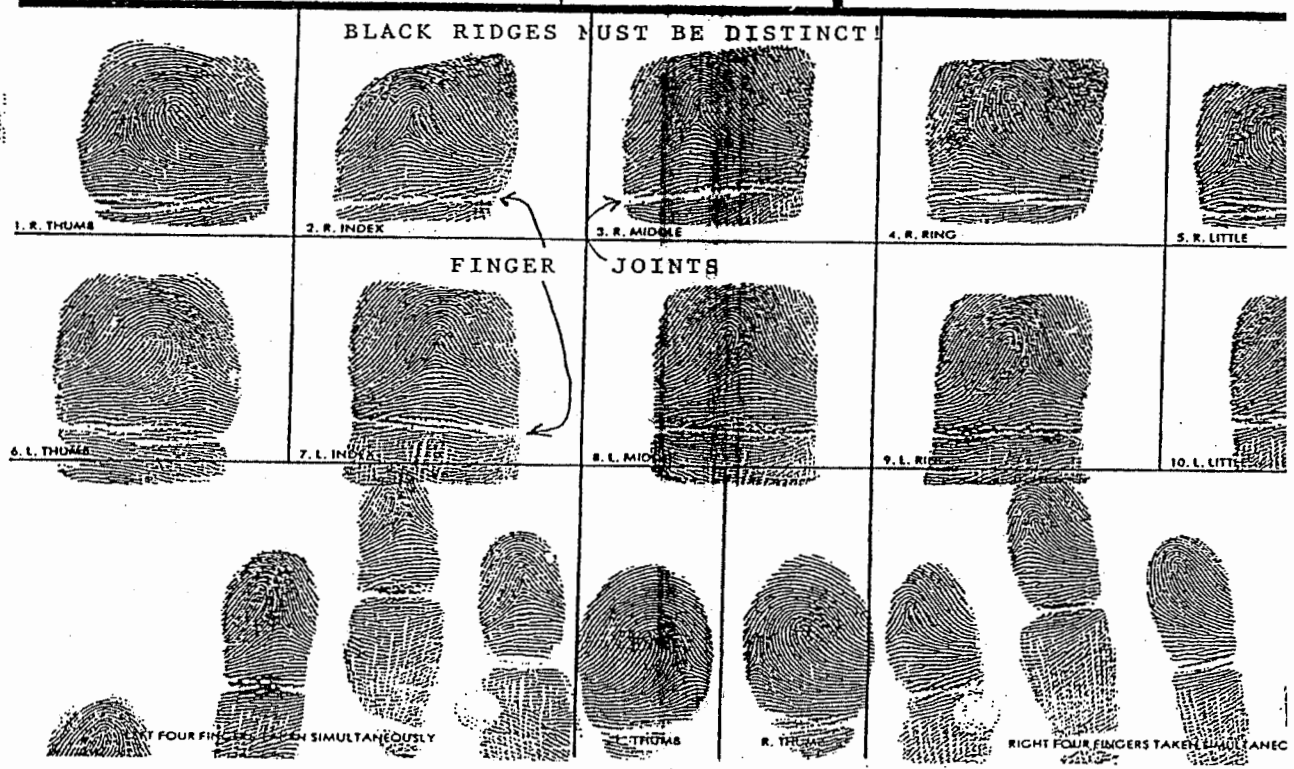
Accurately complete ALL of the information

APPLICANT	LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK LAST NAME <u>NAM</u> FIRST NAME MIDDLE NAME	FBI	LEAVE BLANK
SIGNATURE OF PERSON FINGERPRINTED		ALIASES <u>AKA</u>	D R I	DATE OF BIRTH <u>DOB</u> Month Day Year
RESIDENCE OF PERSON FINGERPRINTED		CITIZENSHIP <u>CTZ</u>	SEX	HAIR EYES HAIR PLACE OF BIRTH <u>ED</u>
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS	YOUR NO. <u>QCA</u>	LEAVE BLANK	
EMPLOYER AND ADDRESS		FBI NO. <u>FBI</u>	CLASS _____	
		ARMED FORCES NO. <u>MNU</u>	REF. _____	
REASON FINGERPRINTED PRIVATE SECURITY APPLICANT 411.119		SOCIAL SECURITY NO. <u>SSC</u>		
		MISCELLANEOUS NO. <u>MNU</u>		

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				FBI		LEAV	
SIGNATURE OF PERSON FINGERPRINTED <i>John D. Doe</i>		RESIDENCE OF PERSON FINGERPRINTED <i>100 Anywhere Street Austin, Texas 78745</i>		LAST NAME <i>DOE</i> FIRST NAME <i>John</i> MIDDLE NAME <i>D.</i>		ALIASES AKA <i>none</i>		OR 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. Pinta</i>		CITIZENSHIP CTZ <i>U.S.A.</i>		SEX <i>M</i>		RACE <i>W</i>		HGT <i>6'1"</i>	
EMPLOYER AND ADDRESS <i>XYZ Security 200 Downtown Street Austin, Texas 78745</i>		REASON FINGERPRINTED <i>PRIVATE SECURITY APPLICANT 411.119</i>		YOUR NO. OR <i>C-9999</i>		FBI NO. FBI		WEIGHT <i>200</i>		EYES <i>brn</i>	
				ARMED FORCES NO. <i>MMU</i>		CLASS		HAIR <i>brn</i>		PLACE <i>Au</i>	
				SOCIAL SECURITY NO. SOC <i>400-00-0000</i>		REF.		MISCELLANEOUS NO. <i>MMU</i>		LEAVE BLANK	



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.