

## COMPANY LICENSE APPLICATION INSTRUCTIONS AND GENERAL REQUIREMENTS FOR LICENSING

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

The Private Security Act (Chapter 1702 of the 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 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.

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

It may take (8-12) weeks to process a new company application.

Company applications must be completed within (90) days of paying the initial fees to the Private Security Bureau. Original Company Applications that have not been completed within the (90) day time frame may be abandoned. If this occurs, the applicant must resubmit a New Company application and the required documents along with the statutory fee(s). **Note: All fees submitted to the Private Security Bureau are non-refundable or transferable.**

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 and types of ownership you may apply for as long as you meet the qualifications outlined in Chapter 1702 Occupations Code:

### **Class of License**

- Class A – Private Investigation Company License
- Class B – Security Contractor Company License  
(This includes locksmiths applying under the provisions of SB 1252, 78th Legislative Session.)
- Class C – Private Investigation and Security Contractor Company License
- Class D – Electronic Access Control Device Company License
- Class F – Level III Training School License
- Class O – Alarm Level I Training School License
- Class P – Private Business Letter of Authority
- Class X – Governmental Letter of Authority
- Class T – Telematics

### **Type of Ownership**

- Sole Proprietor (single owner)
- Partnership (two or more owners)
- Corporation (established through the Office of the Texas Secretary of State)

### **Applicant Requirements**

The statute requires that to own, manage or be employed by a licensed company a person must meet all requirements set forth in TX 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 Board must 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.

## **Managerial Requirements**

### **Investigation Company Manager Experience:**

Experience must have before the date of application three (3) consecutive years' experience in the investigative field.

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

Experience must have before the date of application two (2) years consecutive years' experience in each security services field for which the applicant applies.

### **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.

## **Criminal History**

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.

## **Insurance**

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, the 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.

**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**

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-50 (Application and Fee Submission Form) documenting that the application was sent with all fees and requirements.
2. Completed PSB-01 (Original License Application) form along with the appropriate statutory fee(s).
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 "Manager only" (if you applied as an Owner/Manager you do not have to submit an additional \$33.00; however a \$55.00 fee is required).
6. **By Mail:** \$25.00 FBI fingerprint fee and submit two classifiable fingerprint cards on Board issued FBI fingerprint cards for each owner, officer, partner or shareholder and manager or supervisor.
7. **By internet utilizing the Texasonline and IBT services:** \$25.00 FBI fingerprint fee and provide a copy of your signed IBT FAST Receipt.
8. Note: If you are a Peace Officer, you are not required to submit FBI fingerprint cards; however you must submit form PSB-49 Peace Officer Fingerprint Waiver along with your application
9. Submit PSB-02 (Verification of Experience) form to qualify a manager for each class and category in which you have applied
10. A letter will be sent by PSB to the manager of intent regarding a test date.
11. **Note:** The manager of intent must qualify by passing a manager qualification examination administered by the Private Security Board (140 questions-multiple choice-true/false).
12. After passing the manager qualification examination, submit PSB-05 (Certificate of Proof of Liability Insurance) form.