

**TEXAS COMMISSION ON LAW ENFORCEMENT**

**6330 E Highway 290, STE 200**

Austin, Texas 78723-1035

Phone: (512) 936-7700

<http://www.tcole.texas.gov>

**PID ASSIGNMENT (C-1)**

**Completion of all fields required.**

**INDIVIDUAL INFORMATION**

1. Social Security Number	2. First Name	3. M.I.	4. Last Name	5. Suffix (Jr., etc.)
6. Race / Ethnicity <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Multicultural <input type="checkbox"/> White		7. Date of Birth	8. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	9. Driver's License State: Num.:
10. Home Mailing Address	11. City		12. State	13. Zip Code
14. Height	15. Weight	16. Hair Color	17. Eye Color	
18. U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No	19. Phone Number (include area code)		20. Email	

This form is to be submitted only for the express purpose of having a personal identification number (PID) assigned by TCOLE to the above named individual therein creating a TCOLE record and allowing training to be reported for that individual.

**Agency administrator or training coordinator check appropriate box for their student or employee.**

- Applying for entry into a basic licensing course.
- Applicant has read and received a copy of §217.1 Minimum Standards for Initial Licensure.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

- Future appointment as a Telecommunicator, Temporary or Licensed
- Future appointment as a County or Contract Jailer, Temporary or Licensed
- Future Appointment as a Probation Officer, Juvenile or Adult
- Ability to track training hours

TCOLE agency / training provider number \_\_\_\_\_ and Name \_\_\_\_\_

\_\_\_\_\_  
Agency Administrator or Training Coordinator (Type or Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Individuals not associated with a training provider or agency check below.**

- Applying for instructors certificate
- Applying for Retired Federal Firearms ID
- Applying for consideration of prior out-of-state, federal, military, or TDCJ training.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## **TDCJ TRAINING IMPORTANT! PLEASE READ**

A TCOLE PID is required on all forms submitted to TCOLE.

Submit the "PID Assignment form" and receive your PID before you spend any money or take any classes. Please do not make any major life decisions or commitments until your application to test has been approved. Questions about this form or your qualifications please call (512) 936-7700.

Individuals, who completed the Texas Department of Criminal Justice (TDCJ) correction training, may apply to take the county corrections exam. All applicants must meet all of the statutory licensing requirements of the State of Texas and the rules of the Texas Commission on Law Enforcement (TCOLE). (See Texas Occupations Code and Commission Rules, available on TCOLE website; [www.tcole.texas.gov](http://www.tcole.texas.gov).)

Under Occupations Code Chapter §1701.310(e), A person trained and certified by the Texas Department of Criminal Justice to serve as a corrections officer in that agency's correctional institutions division is not required to complete the training requirements of this section to be appointed as a part-time county jailer. Psychological examinations under Section 1701.306 apply.

**Note:** A dishonorable or bad conduct discharge will disqualify applicant. Commission Rule 217.1(a)(13).

To meet the current licensing requirements of TCOLE Rule 217.1, you must have a national criminal history records check based on your fingerprints. One method is to utilize the Fingerprint Applicant Services of Texas (FAST) or submit to DPS a police applicant card bearing TCOLE's ORI number to conduct a fingerprint search. The fingerprint cards are available from TCOLE. Finger print cards submitted to DPS take up to a month to process. Questions about fingerprint process call (512) 936-7700.

U.S. citizenship is a requirement to be licensed as a county jailer in Texas.

### **TDCJ Required Documents to Accompany the Application:**

1. A certified or notarized copy of the basic training certificate issued by TDCJ; (If training hours are not indicated on certificate, include a letter from TDCJ verifying number of hours in the course.)
2. A certified or notarized copy of ID issued by TDCJ;
3. A notarized statement from the TDCJ revealing any disciplinary action(s) that may have been taken against any license or certificate issued by that agency or any pending action;
4. A certified or notarized copy of your valid state-issued driver's license
5. A copy of all your military discharge(s) (DD-214) (if applicable),
6. Attach a certified check or money order in the amount of \$150.00 (the application fee is non-refundable and is assessed to cover the cost of reviewing and processing your application).

## Preparation for the Licensing Examination

The latest "Texas" editions of the following references are suggested reading.

1. Code of Criminal Procedure
2. Penal Code
3. Health and Safety Code
4. Jail Standards

Texas statutes may be found online at [www.statutes.legis.state.tx.us](http://www.statutes.legis.state.tx.us).

### **Possible sources for the reference material:**

Public libraries

College bookstores

West Publications (800) 328-9352

Sterling Publications (210) 438-7110

Lexis-Nexis (800) 833-9844

Texas Commission on Jail Standards (512) 463-5505

The "Basic County Correction Course" outline is on the Commission website, [www.tcole.texas.gov](http://www.tcole.texas.gov), under "Law Enforcement Trainer, Instructor Resources."

### **Notice**

Complete the process for fingerprint check. Complete and submit a notarized application. Attach the non-refundable \$150.00 fee with the required documents, and mail to the Commission. You will be notified of your qualifications to take the exam. You have 180 days from the date of notification to take your allowed exam attempts. Any remaining exam attempts expire per Commission Rule §219.1.

### **Please allow at least two weeks to receive your notification to test.**

A list of test sites can be found on our website at [www.tcole.texas.gov](http://www.tcole.texas.gov). Contact the test site to schedule an exam, directions to site, any exam fee and method of payment.

You will not be allowed to attempt the exam without a state or federal photo ID.

If you have any questions, please call (512) 936-7700.



**FINGER PRINT INSTRUCTION FORM**  
**TEXAS COMMISSION ON LAW ENFORCEMENT**  
**(TCOLE/Service Code 11G4J8)**

1. Schedule an appointment to be electronically fingerprinted by MorphoTrust USA at one of their IdentoGo enrollment centers.
  - Internet based scheduling is the quickest and most convenient way to obtain a fingerprint appointment.
    - a. **You may begin the process by visiting this link:** <https://identogo.com>
    - b. Click – Texas
    - c. On-line scheduling
    - d. Service Code: **11G4N6**
    - e. Schedule your appointment accordingly.
    - f. Academy Number: **LE-453007**
  - If you prefer to schedule over the telephone, you must:
    - a. Have your Service Code ready (**11G4J8**), then call **888.467.2080**;
    - b. MorphoTrust will prompt you for the Service Code (**11G4J8**);
    - c. Schedule your appointment accordingly.
2. Arrive at your scheduled appointment with your photo identification and fee (\$9.95).
  - If you plan on bringing a form of identification other than a valid (unexpired) TX Driver License, please refer to the Department of Public Safety's acceptable document types here: <http://www.tnrollment.com/state/forms/tx/55fc619a7f7aa.doc>
  - MorphoTrust accepts Visa/MasterCard/Discover/American Express, business checks, money orders and coupon codes (employer accounts) at the time of service.
  - Please note that personal checks and cash are **not accepted**.
3. Your fingerprints will be submitted electronically to DPS and the FBI. You will not receive a printed fingerprint card.
4. At the conclusion of your appointment, the MorphoTrust enrollment agent will provide you with an IdentoGo receipt stating that you were fingerprinted.
  - Do not throw away the receipt;
  - You may check status on your submission by clicking on this link: <https://uenroll.identogo.com/servicecode/11G4J8> and then;
  - Click "**Check Status**"

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation, in accordance with applicable statutes.

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**Exam Application  
TDCJ Training**

Return this application with a non-refundable fee of \$150.00 (money order, agency or cashier's check) payable to the Texas Commission on Law Enforcement (TCOLE). All documents must accompany this original notarized application.

**Please type or print all information.**

Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Suffix: \_\_\_\_\_

TCOLE PID: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  High School Diploma  GED

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

- (5112)** TDCJ training. (Documents must bear original certification seals or stamps)
- A certified or notarized copy of the Basic Training Certificate from TDCJ;
- A certified or notarized copy of ID from TDCJ;
- A notarized statement from the current employing agency revealing any disciplinary action(s) that may have been taken against any license or certificate issued by that agency or any pending action;
- A passport-sized color photograph (head and shoulders), signed with your full signature on the back of the photograph; or  check here to use your Texas drivers license photo.
- A copy of all your military discharge(s) (DD-214) (if applicable);
- Certified check, or money order in the amount of \$150.00.

On signing this document I understand that I will have to meet the requirements of Commission rule §217.1 for licensure. I am fully aware that this application is a government document and, under penalties of perjury, I declare the foregoing information to be true and correct.

_____ Signature of Applicant		_____/_____/_____ Date
Sworn to and subscribed before me, this the _____ day of _____,		
Notary public in and for, State of _____ My commission expires _____/_____/_____	_____ Printed Name of Notary	
Notary Seal or Stamp	_____ Signature of Notary	