



Texas Commission on Law Enforcement

Jailer and Telecommunicator Reactivation Packet

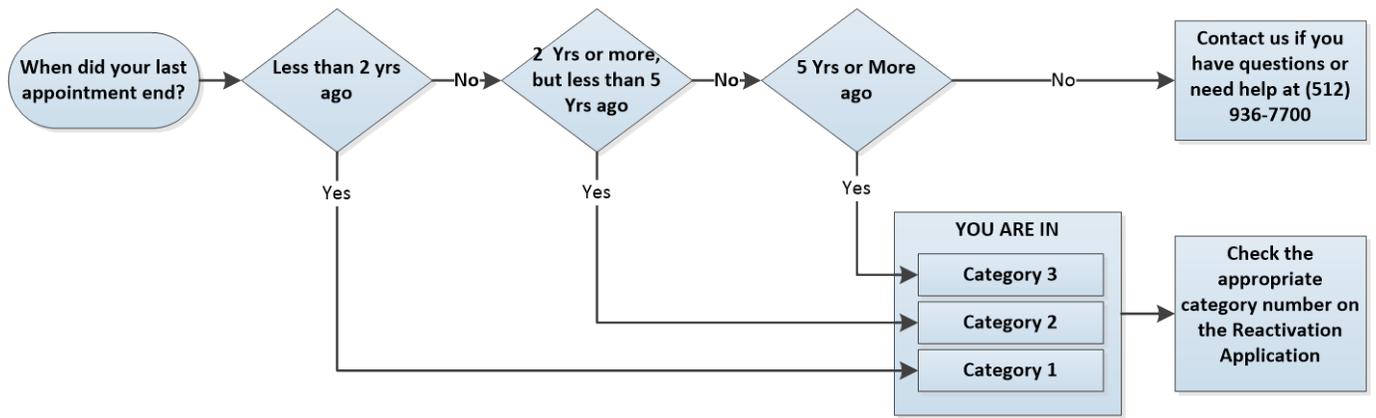
Use this packet if your license has been placed in an inactive status because you were not appointed at the end of a unit or cycle, and did not meet continuing education requirements for that unit or cycle.

Qualifications for Reactivation

- Meet the current licensing standards in §217.1;
 - You must have a national criminal history records check based on your fingerprints. Included with this application is the Fingerprint Application Services of Texas (FAST).
 - For questions about the fingerprint process call (512) 936-7700.
- Must never have received a dishonorable or other discharge based on misconduct barring future military service; include DD214, if applicable.
- Must meet current continuing education requirements of §218.3 based on certificate level.
- Must complete any applicable training or basic licensing course, depending on type of licensee reactivation category.
- Make application and submit any required fees.
 - **Any incomplete applications will be returned.**
- Pass the appropriate licensing exam, if applicable.

How to Use this Reactivation Packet

1. Use your personal status report (PSR), and the following worksheet to determine the licensee reactivation category. Check the category when you fill out the application.
2. The category you are in identifies the minimum training and steps needed to reactivate your license.
3. A complete description of what is required for each category of reactivation is identified in the Licensee Reactivation Procedure Chart.
4. Once all requirements have been met, please mail this application, fee, and DD214 (if applicable) to the Texas Commission on Law Enforcement, 6330 E. Highway 290, STE. 200, Austin, Texas 78723-1035.
 - The application fee is \$250.
 - The application fee is non-refundable.
5. Reactivation is complete upon TCOLE's review and approval of national criminal history records check based on FAST results.
6. **Note- for those persons in Category 1 or 2, who choose to complete a new basic licensing course in order to reactivate, this form (and fee) MUST STILL BE SUBMITTED. Failure to submit the Reactivation Application will result in ANY subsequent appointment being rejected by the Commission.**



Licensee Reactivation Procedure Chart

CATEGORY*	STEP 1	STEP 2	STEP 3	STEP 4
1	Telecommunicators- complete 20 hours of law enforcement training. Jailers- Cultural Diversity (3939, 394, 39393), Mental Health Training (4900, if not already completed)	FAST	Mail Application \$250 Fee	
2	Telecommunicators- complete 20 hours of law enforcement training. Jailers- Cultural Diversity (3939, 394, 39393), Mental Health Training (4900, if not already completed)	FAST	Mail Application with \$250 Fee	Exam
3	<u>Enroll in a Basic Licensing Course (Academy)</u> <u>Complete Mental Health Training for Jailers course (4900), if not completed in Academy.</u>	Complete Academy	Pass Licensing Exam	Mail Application with \$250 Fee

Reactivation is complete upon TCOLE's review and approval of national criminal history records check based on FAST results.



FINGER PRINT INSTRUCTION FORM

TEXAS COMMISSION ON LAW ENFORCEMENT
(TCOLE/Service Code 11G4N6)

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. Digital Fingerprinting
 - 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 (**11G4N6**), then call **888.467.2080**;
 - b. MorphoTrust will prompt you for the Service Code (**11G4N6**);
 - 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.l1enrollment.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/11G4JN6> 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.

