



# Texas Commission on Law Enforcement Peace Officer 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.

## Qualifications for Reactivation

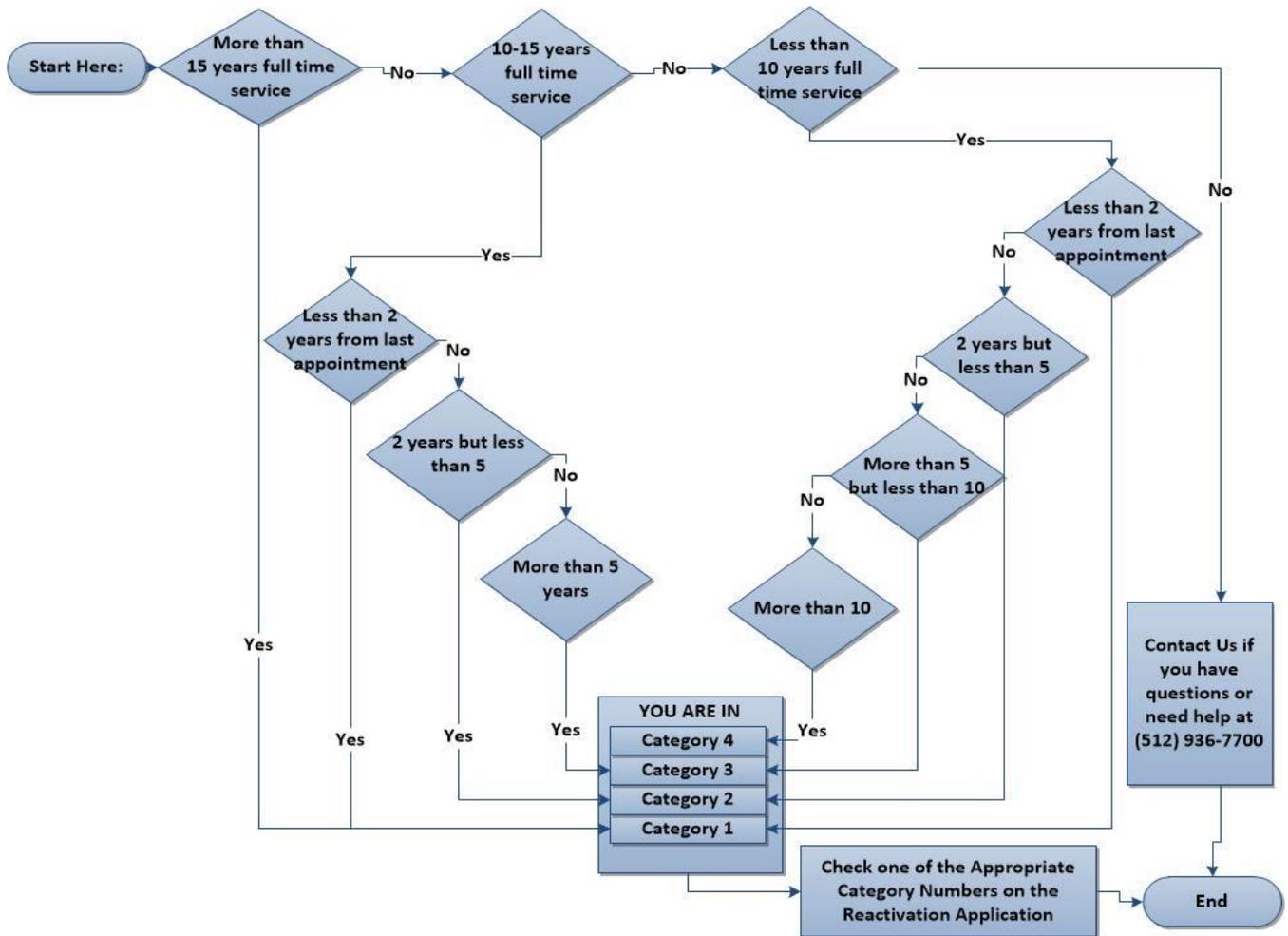
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- Meet the current licensing standards in §217.1;
  - You must have a national criminal history records check based on your fingerprints. Included with this application is the Fingerprint Application Services of Texas (FAST).
  - For questions about 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 supplemental training, skill assessment, 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. Do not schedule the exam before receiving notification from TCOLE that you are eligible.
- Retired peace officers must meet the requirements of Texas Occupation Code §1701.3161. Reactivation of Peace Officer License: Retired Peace Officers

## How to Use this Reactivation Packet

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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 fees are: \$150 for retired peace officers, \$250 for all other reactivation applicants.
  - 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. The FAST submission is mandatory for all licensees, with the exception of those attending a new basic licensing course or who are being hired by a law enforcement agency. With both exceptions, a signed letter from the agency/academy must be enclosed, verifying that a FBI/DPS fingerprint submission has been completed within the previous 180 days and the return indicates that the licensee is not barred from licensure.**
6. **Note- for those licensees completing a new basic licensing course as part of, or in lieu of required reactivation courses, the fee is waived, but this form 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 (C.E. TRAINING BASED ON CERTIFICATE LEVEL)	STEP 2	STEP 3	STEP 4
1	<p><b>Complete</b> all courses required for the current Training Unit and Training Cycle for your level of Certification.</p> <p><b>Complete</b> all other legislatively mandated courses applicable to your license. All applicable courses are listed here- <a href="http://www.tcole.texas.gov/content/training-requirements">http://www.tcole.texas.gov/content/training-requirements</a></p>	FAST Fingerprint Submission	Mail Application with Fee  Retired Peace Off. \$150 all others \$250	
2	<p><b>Complete</b> all courses listed in Category 1, above.</p> <p><b>In addition, Complete</b> the Supplemental Peace Officer Course (1018) within 180 days prior to your application submission.</p>	FAST Fingerprint Submission	Mail Application with \$250 Fee	<b>Exam</b> (Less than 10yrs service- 250 question exam, 10yrs or more of service- 100 question exam)
3	<p><b>Complete</b> all courses listed in Category 1 and 2, above.</p> <p><b>In addition, Complete</b> the Peace Officer Reactivation Skills Assessment (7878) within 180 days prior to your application.</p>	FAST Fingerprint Submission	Mail Application with \$250 Fee	<b>Exam</b> (Less than 10yrs service- 250 question exam, 10yrs or more of service- 100 question exam)
4	<a href="#">Enroll in a TCOLE Law Enforcement Academy</a>	Complete BPOC	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.



## TCOLE Peace Officer License Reactivation Application

Commission Rule §219.11

**Non-refundable fee must be included. Money order, agency or cashier's check. (5111)**

APPLICANT INFORMATION	1. TCOLE PID	2. Last Name	3. First Name	4. M.I.	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. DOB	8. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	9. Driver's License State:    Num.: 17. High School Diploma or GED <input type="checkbox"/> Yes <input type="checkbox"/> No
	10. Home Mailing Address		11. City		12. State
	13. Zip Code	14. Phone Number	15. E-mail		
	16. Licensee Reactivation Category <input type="checkbox"/> Category 1 <input type="checkbox"/> Category 2 <input type="checkbox"/> Category 3 <input type="checkbox"/> Category 4				

I attest that I meet current requirements for the above selected license. 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 or License Holder

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

Sworn to and subscribed before me, this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Notary public in and for, State of Texas

My Commission expires \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Printed Name of Notary

Notary Seal or Stamp

\_\_\_\_\_  
Signature of Notary

Please mail your complete application to:

**Texas Commission on Law Enforcement**  
**6330 E. Highway 290, STE. 200**  
**Austin, Texas 78723-1035**

Attachments Included:

	Reactivation fee. Non-Refundable money order, agency or cashier's check	\$150 for retired peace officers \$250 for all other applicants
	DD214	if applicable