



# Texas Commission on Law Enforcement Peace Officer Reactivation Packet

This packet should be used 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.

This packet must also be used if you were not appointed within two years from initial licensure.

## Qualifications for Reactivation

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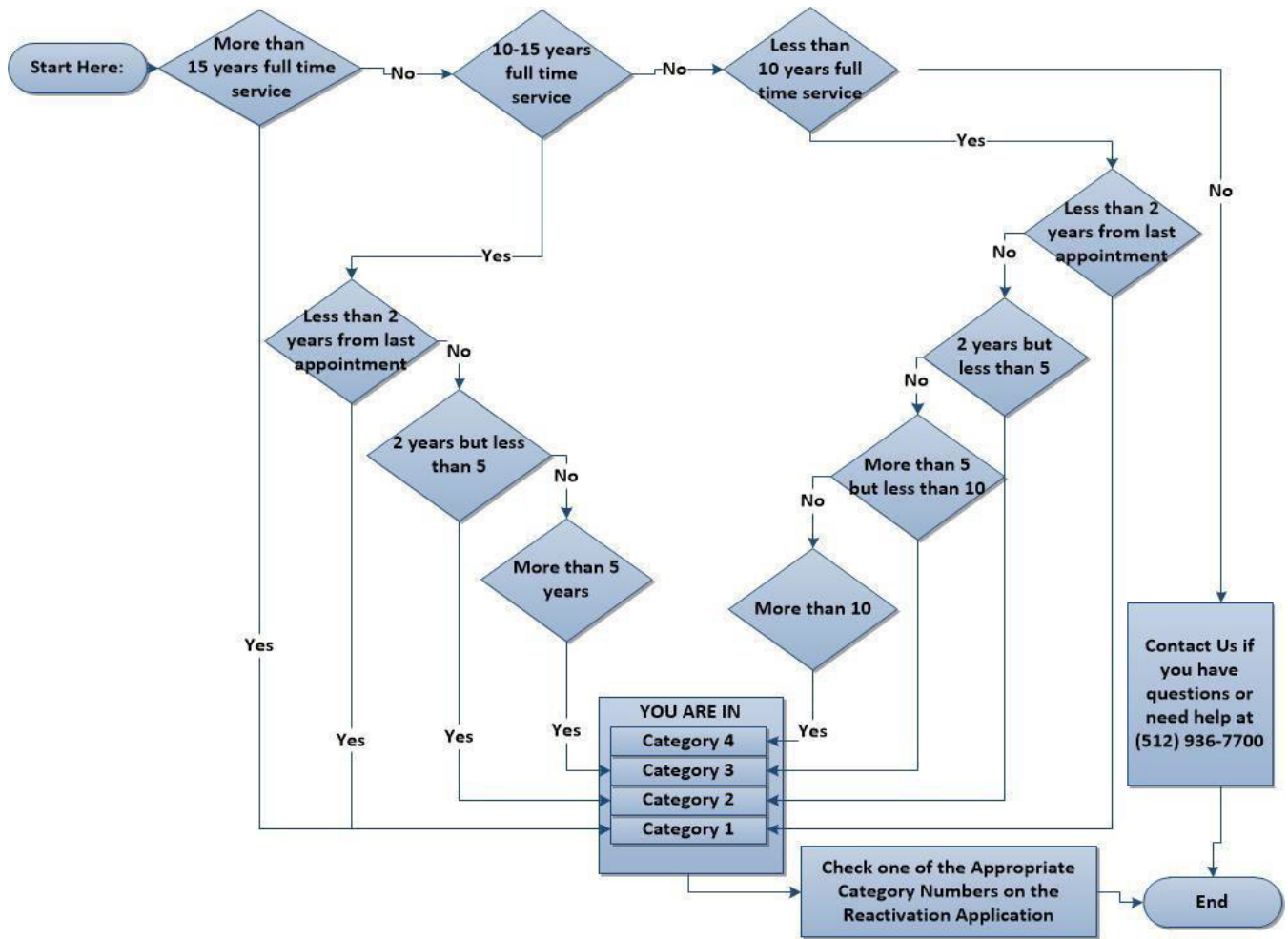
- Meet the current licensing standards in §217.1;
  - You must have a national criminal history records check based on your fingerprints. Included with this application is the Fingerprint Application Services of Texas (FAST).
  - For questions about the fingerprint process call (512) 936-7700.
- Must never have received a dishonorable military discharge; include DD214, if applicable.
- Must meet current continuing education requirements of §218.3 based on proficiency level.
- Must meet current legislatively mandated coursework applicable to your license as stated in §218.3.
- 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.
  - **An incomplete application will be returned.**
- Pass the appropriate licensing exam, if applicable. Do not schedule the state licensing 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

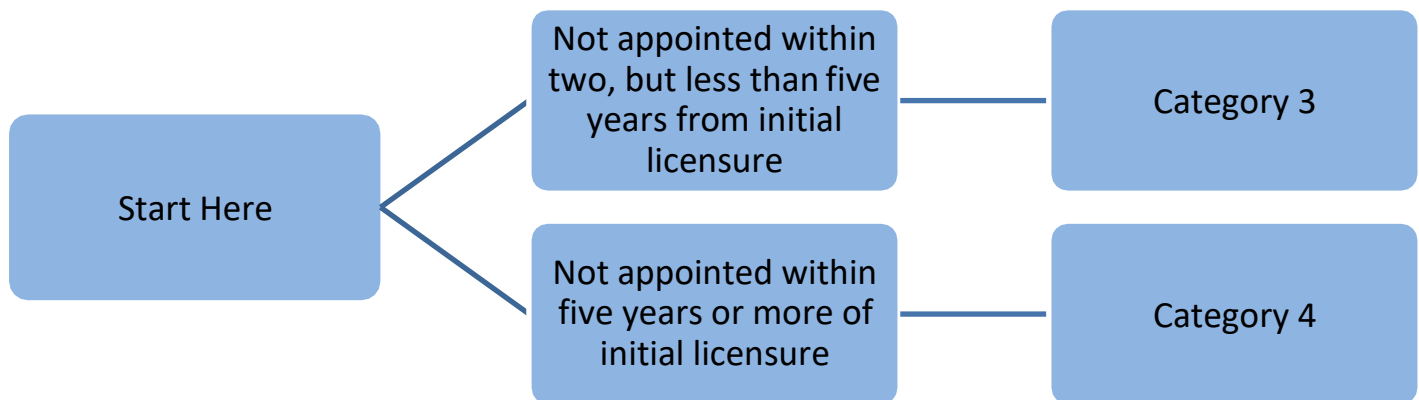
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1. Use your personal status report (PSR), and the following worksheet to determine the licensee reactivation category. Please be sure to check the correct category box when you fill out the application.
2. The category you are in dictates the minimum training and steps needed to reactivate your license.
3. A complete description of what is required for each category of reactivation is listed on the Licensee Reactivation Procedure Chart.
4. Once all requirements have been met, please mail this application, the processing fee, and a copy the DD214 (if applicable) to the Texas Commission on Law Enforcement, 6330 E. Highway 290, STE. 200, Austin, Texas 78723-1035.
  - The reactivation application fees are: \$150 for retired peace officers and \$250 for all other applicants.
  - The application processing 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, except for those attending a new basic licensing course.
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.

**Individuals not currently appointed:**



**Individuals never appointed:**



**Licensee Reactivation Procedure Chart**

Category	Step 1 (C.E. TRAINING BASED ON CERTIFICATE LEVEL)		Step 2	Step 3	Step 4
1	<p><b>Basic or no Certificate level</b> 40 hours to include:</p> <ul style="list-style-type: none"> <li>• State and Federal Law Update</li> <li>• CIT</li> <li>• Cultural Diversity</li> <li>• Special Investigative Topics</li> <li>• De-escalation Techniques</li> <li>• ALERRT training (16 hrs)</li> <li>• Finding Wellness – Building a Healthier Life</li> <li>• Trauma-Informed Approach to Sexual Assault Investigations</li> <li>• The below coursework, if not completed prior to going inactive</li> </ul>	<p><b>Intermediate level or higher</b> 40 hours to include:</p> <ul style="list-style-type: none"> <li>• State and Federal Law Update</li> <li>• ALERRT training (16 hrs)</li> <li>• Finding Wellness – Building a Healthier Life</li> <li>• Trauma-Informed Approach to Sexual Assault Investigations</li> </ul>	FAST  Fingerprint Submission	Mail Application with Fee  Retired Peace Officer - \$150 All others - \$250	
	<p><b>License Mandated Courses Licensed on or after –</b>  <b>1/1/2011 – Human Trafficking</b>, unless completed in BPOC 1000696 or 1000720  <b>1/1/2016 – Canine Encounters</b>, unless completed in BPOC 1000696 or 1000720  <b>3/1/16 – Interacting with Deaf/Hard of Hearing Drivers</b>, unless completed in BPOC 1000696 or 1000720  <b>4/1/2018 – CIT (40 hours)</b>, unless completed in BPOC 1000667,1000696 or 1000720</p>				
2	<p><b>Complete all</b> courses listed in Category 1, above.   <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	Exam <ul style="list-style-type: none"> <li>• Less than 10 years of full-time service – 250 question exam.</li> <li>• 10 years of full-time service or more – 100 question exam.</li> </ul>
3	<p><b>Complete all</b> courses listed in Categories 1 and 2, above.   <b>In addition, Complete</b> the peace Officers Reactivation Skills Assessment (7878) within 180 days prior to your application submission.</p>		FAST  Fingerprint Submission	Mail Application with \$250 Fee	Exam <ul style="list-style-type: none"> <li>• Less than 10 years of full-time service – 250 question exam.</li> <li>• 10 years of full-time service or more – 100 question exam.</li> </ul>
4	Enroll in a TCOLE Law Enforcement Academy		Completes BPOC	Pass Licensing Exam  Mail application, no fee required	



## 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. Digital Fingerprinting
    - d. Service Code: **11G4J8**
    - 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.
  - 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/workflows/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.

