

**TEXAS COMMISSION ON LAW ENFORCEMENT**  
**APPOINTMENT OF LICENSEE (L-1) Instruction Sheet**

Effective 9-1-11, agency chief administrators who have not yet purchased a subscription to TCLEDDS are required to submit Appointment of Licensee (L1), Pre Employment Separation Request (F-5R), Separation of Licensee (F-5), and Reports of Training electronically through their Departmental Reporting System (DRS) account. A mandatory \$35.00 processing fee is required for each individual document processed through the DRS.

Please confirm forms submitted electronically have been received and approved by TCOLE staff before appointing the individual. After confirmation, both pages must be printed, signed and filed in the licensee's TCOLE file folder.

**Section 1 – Applicant License Status**

**New Applicant** – Check box only if this is the licensee's first appointment as a peace officer, Jailer, telecommunicator or elected/appointed official.

(1) Submit Fingerprint Applicant Services of Texas (FAST).form.

(2) Submit electronically or, mail L-1 to TCOLE. The agency must retain a signed copy of L-1 the original L-2 and L-3, TCIC/NCIC, DD214's (if applicable), proof of education, certified documents of arrest records (if applicable), and fingerprint card returns.

**Applicant must sign page 2, section I**

**Already Licensed** - For this type of appointment, a criminal background check (CCH) must be completed. Have applicant sign a release of personal information consent form, submit F-5R request electronically, obtain personal status report (PSR) from TCLEDDS or TCOLE and contact each of the applicant's previous employers.

**CHECK ONLY ONE OF THE FOLLOWING**

**License holder with 180 day break or less in service:** Box must be checked if it has been 180 consecutive days or less since licensee's last appointment under this particular type of license. F-5R is required and must be submitted electronically.

**License holder with more than 180 day break in service** Box must be checked if more than 180 consecutive days have passed since licensee's last appointment under this particular type of license. F-5R is required and must be submitted electronically. A copy of L-1, L-2, L-3, current CCH, fingerprint card and proof of firearms qualifications within last 12 months must be retained in licensee's TCOLE file folder while appointed and for an additional five (5) years after termination of appointment.

**Section 2 – Applicant Information**

- (1) TCOLE PID – Do not use social security number as identifier. Unlicensed Constables, Sheriffs, police chiefs, Temporary jailers and Telecommunicators receive a PID when their TCOLE record is created. If unsure, dial (512) 936-7700 for PID# confirmation.
- (2-4) Last Name, first name, M.I. - as it appears on Driver's License
- (5) Suffix - examples: Jr. Sr. I, II, III, IV, V. – as it appears on Driver's License
- (6) Race/ Ethnicity - if other than listed system will default to Multicultural
- (7) Date of Birth - as it appears on Driver's License
- (8) Gender - as it appears on Driver's License
- (9) Proof of U.S. Citizenship - Check the box that matches the document on file which confirms the applicant's US citizenship.
- (10) Driver's License Number and State
- (11) Proof of Education – Check box that best matches the document used to confirm the applicant meets minimum education.
- (12-15) Home Mailing Address, City, State, Zip Code – Applicant's physical home address required – do not use agency address.
- (16) Home (primary) telephone number – do not use agency or business numbers.

**Section 3 – Appointment Information**

- (17) Appointment date – Date "Oath of Office" was administered or date applicant was appointed.
- (18) License / Appointment Type. **Check one (1) box only.** Emergency Telecommunications Operators – applies to temporary as well as re-appointments. For elected or appointed officials, if unlicensed, the corresponding box must still be checked. (Examples: Sheriff, Chief of Police, Constable or City Marshall.) Check "Peace Officer" box for licensed peace officers appointed as regulars or reserves. Check "County Jailer" for temporary or already licensed jailer. Check "Reserve Officer" for officers licensed as Conditional Reservists.
- (19) "Pay Status": Must check one (1) box only. Carefully read all categories before selecting most completely suitable definition.
- (20) Retired State Officer – Applies only to individuals who meet Texas Occupations Code 1701.356 prerequisites:
  - (a) Honorably retired Texas DPS officers holding Special Ranger commissions under Section 411.023, Government Code, or
  - (b) Honorably retired State Police officers whose permanent license was issued before Jan. 1981 and was still current in Jan.1995
- (21) Contract jailers or medical facility police officers – requires \$100.00 non-refundable processing fee.
- (22-24): Requires law enforcement agency (TCOLE) number (NOT the agency's ORI #), agency name and telephone number.

Page one must be signed by the agency's chief administrator or designee after all required documentation has been procured. Once approval of L-1 form is confirmed via TCLEDDS (or US mail for non-subscribers), all signatures on front and back of paper file copy must be properly dated and notarized.