

Texas License Reactivation

IMPORTANT! PLEASE READ

County jailers and telecommunicators with a license over 5 years from last appointment must meet the current requirements of Commission Rule 219.11 to reactivate;

- 1) meet the current enrollment, licensing standards in §217.1;
- 2) successfully complete the basic licensing course for the license sought;
- 3) make application and submit any required fee(s) in the format currently prescribed by the commission; and
- 4) pass the licensing exam as provided in §219.1

Individual has never received a dishonorable or other discharge based on misconduct barring future military service, Commission Rule 217.1.

After basic licensing course completed and exam passed the following must be provided;

1. Copies of all military discharge(s) (DD214), if applicable; *then*
2. Submit application, DD214, and the required fee.

Fingerprint and Background Requirement

TCOLE Rule 217.1 requires a national criminal history records check based on your fingerprints. Included with this application is the Fingerprint Applicant Services of Texas (FAST). Questions about the fingerprint process call (512) 936-7700.

Licensees that repeat the basic licensing academy meet the background, fingerprint requirements as long as they pass the exam, and complete the reactivation application process required by TCOLE before 180 days from passing the exam.

Over 180 days from passing the exam, background check, fingerprint, medical (L-2), psych (L-3) will be required.

Two years from passing the exam if the licensee has not completed the reactivation process they will have to re-apply and test again.



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 now by simply clicking on 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 (**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.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/11G4N6> 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.

TEXAS COMMISSION ON LAW ENFORCEMENT

6330 E. Highway 290, STE. 200
Austin, Texas 78723-1035
Phone: (512) 936-7700
<http://www.tcole.texas.gov>

Licensee Reactivation Application

Return this application with a non-refundable fee of \$250.00 (money order, agency or cashier's check) payable to the Texas Commission on Law Enforcement (TCOLE). Any required documents must accompany this original application.

Incomplete applications will not be processed.

Please type or print all information.

5111 Licensees who have been out of service for over five years

Date of Application: _____

U.S. Citizen: Yes No

License, reactivating: Basic training course completed and exam passed. (Check one)

County Jailer:

Telecommunicator:

Last Name: _____ First Name: _____ M.I.: _____ Suffix: _____

TCOLE PID: _____ Driver's License Number: _____ State: _____

Date of Birth: _____ Gender: _____ High School Diploma GED

Address: _____ City: _____ State: _____

Zip Code: _____ Phone Number: _____ E-mail: _____

I, the applicant, 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.

Applicant's Name (Type or Print)

Applicant's Signature

Sworn to and subscribed before me, this the _____ day of _____

Name of Notary (Print or Type)

SEAL OR STAMP

My Commission Expires

Signature of Notary