

**Jailers and Telecommunicators
out of service over two years but less than 5 years.**

Licensee can be reactivated if they meet the current requirements of commission rule 219.11.

County Jailer requirements

- 1) complete Cultural Diversity 3939, 394, or 39393;
- 2) provide copies of all military discharge(s) (DD 214) if applicable;
- 3) submit application, DD214, and the required fee; *then*
- 4) pass the licensing exam as provided in 219.1.

Telecommunicator requirements

- 1) meet current licensing standards in §217.1 of this chapter;
- 2) complete 20 hours of required training, approved by the commission;
- 3) provide copies of all military discharge(s) (DD214), if applicable;
- 4) submit application and any required fee(s) in the format currently prescribed by the commission; *then*
- 5) 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.

To meet current licensing requirements of TCOLE Rule 217.1, you must have 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.

Preparation for the Licensing Examination

The latest “Texas” editions of the following references are suggested reading.

County Corrections

1. Code of Criminal Procedure
2. Penal Code
3. Health and Safety Code
4. Jail Standards

Potential sources for the reference material:

Public Libraries
College Bookstores
Texas Municipal Courts Education Center (512) 320-8274
Texas Commission on Jail Standards (512) 463-5505

LexisNexis (800) 833-9844
Sterling Publications (210) 438-7110
West Publications (800) 328-9352

Texas statutes can be found online at www.statutes.legis.state.tx.us.

“Basic County Correction,” and “Basic Telecommunications” outlines are on the Commission website at www.tcole.texas.gov under “Law Enforcement Trainer, Instructor Resources. A list of academies can be found on our website.

NOTICE

Complete the process for fingerprint check. Complete and submit a notarized application. Attach the non-refundable \$250.00 fee with the required documents, and mail to the Commission. You will be notified of your qualifications to take the exam. You have 180 days from the date of notification to take your allowed exam attempts. According to Commission Rule §219.1, no extensions will be given, except where required by law.

Please allow at least two weeks to receive your notification to test.

A list of test sites can be found on our website at www.tcole.texas.gov. Contact a test site to schedule an exam, directions to site, any exam fee and method of payment. You will not be allowed to attempt the exam without a state or federal photo ID.

If you have any questions, please call (512) 936-7700.



TCOLE CERTIFICATION

Texas Commission on Law Enforcement

This document is your FAST Fingerprint Pass for a state and national criminal history record check. Please schedule a fingerprint appointment by visiting <http://www.identogo.com> or by calling 1-888-467-2080. When scheduling an appointment you will be prompted by Identogo for the following additional personal data: Date of Birth, Sex, Race, Ethnicity, Skin Tone, Height, Weight, Eye Color, Hair Color, Place of Birth and Home Address. During your Fingerprint appointment you will also be prompted for Social Security Number and Driver License Number. Requested data is required by the Texas Department of Public Safety to process your background check. These data elements have been omitted from this document in order to better protect the security of your personal information. You may pay for FAST services online with a credit card or onsite with a check or money order only. Your fingerprints will be submitted to the Texas Department of Public Safety and the Federal Bureau of Investigation.

1. Logon to <http://www.identogo.com>
2. Select: **Texas**
3. Select: **Online Scheduling**
4. Select: **English or Espanol**
5. Enter: **First and Last Name**
6. Select: **TCLEOSE or TCOLE**
7. Select: **Option A – Electronic Submission**
8. Select: **Yes, I have a FAST Fingerprint Pass**
9. Enter: **TX227011Y**
10. Enter: **Academy Provider Number, LE - 453007**
11. Follow the prompts to enter requested information
12. Bring this completed form with you to your appointment.

Section One: Qualified Entity Information

ORI#: TX227011Y Academy Provider Number: LE 453007

Original TCN: _____
(If resubmission for rejected fingerprints)

Jailer Peace Officer Telecommunicator

Hiring Agency or Academy Name: Texas Commission on Law Enforcement

Contact: Nazareth Munoz nazareth.munoz@tcole.texas.gov

Hiring Agency or Academy Address: 6330 East Hwy. 290, Ste., 200 Austin TX 78723-1035
Street Address City State Zip

Section Two: Applicant Name (To be completed by applicant)

Last: _____ (Please Print) First: _____ (Please print) Middle: _____ (Please print)

Section Three: Waiver Information (To be completed and signed by applicant)

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy. I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Federal Privacy Act (5USC 552a(b)). I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.

Signature: _____ Date: _____

Section Four: Service Center (To be completed by FAST Enrollment Agent)

Date Prints Taken: _____ Amount Charged For Service: \$ _____

Paid by: Check Money Order Visa MasterCard Billing Acct: _____

TCN: _____

I HAVE COMPARED THE GOVERNMENT ISSUED IDENTIFICATION PRESENTED BY THE APPLICANT AND ATTEST THAT TO MY BEST DETERMINATION, I HAVE FINGERPRINTED THE SAME PERSON.

E.A. Name: _____ E.A. Signature _____

Revised 06/13

TEXAS COMMISSION ON LAW ENFORCEMENT

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

Reactivation Application Over 2 years Less than 5 years (5111)

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.

Date of Application: _____

U.S. Citizen: Yes No

Type of license, reactivating: (Check one)

Jailer: Culture Diversity training has been completed

Telecommunicator: 20 hours of training completed

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

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

Race / Ethnicity: American Indian or Alaskan Native Asian Black Hispanic Multicultural White

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