

**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](http://www.statutes.legis.state.tx.us).**

“Basic County Correction,” and “Basic Telecommunications” outlines are on the Commission website at [www.tcole.texas.gov](http://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](http://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.



**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>

**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