



TEXAS COMMISSION ON LAW ENFORCEMENT

Technical Assistance Bulletin

To: All Texas Law Enforcement Agencies, Chief Administrators
From: John P. Beauchamp, Interim Executive Director
Regarding: **March 1, 2023 Digital Form Requirements**
Date: January 18, 2023

In 2021, the Texas Legislature provided Texas Commission on Law Enforcement (TCOLE) the direction and resources to acquire the Texas Commission on Law Enforcement Data Distribution System (TCLEDDS) from the original developer. This positions TCOLE and Texas law enforcement to achieve a digital transformation.

Now, all law enforcement agencies in the state have access to TCLEDDS free of charge which enables the electronic submission and retrieval of documents and forms.

Beginning March 1, 2023, TCOLE will only accept electronic submissions of the Appointment of a License (L1), Telecommunicator Appointment (L1-T), and Separation of a Licensee (F5) through TCLEDDS. After this date, these forms and any attached payments submitted *via* mail will be returned to your agency.

Signed copies are still required to be kept in your agency file. Also, a copy of the F5 report must be provided to a separating licensee by hand delivery or certified mail.

Printable copies of these forms are available in TCLEDDS by searching the "L1 List," "L1-T List," or "F5 List" in the left-hand menu.