



# Texas Commission on Law Enforcement

## Reactivation Packet

*For Peace Officers, Jailers and Telecommunicators*

Use this packet if your license has been placed in an inactive status because you were not appointed at the end of a unit or cycle, and did not meet continuing education requirements

### Qualifications for Reactivation

---

- Meet the current licensing standards in §217.1;
  - You must have a national criminal history records check based on your fingerprints. Included with this application is the Fingerprint Application Services of Texas (FAST).
  - For questions about the fingerprint process call (512)936-7700.
- Must never have received a dishonorable or other discharge based on misconduct barring future military service; include DD214, if applicable.
- Must meet current continuing education requirements of §218.3 based on certificate level.
- Must complete any applicable supplemental training, skill assessment, or basic licensing course, depending on type of licensee reactivation category.
- Make application and submit any required fees.
  - **Incomplete applications will be returned.**
- Pass the appropriate licensing exam, if applicable.
- Retired peace officers must meet the requirements of Texas Occupation Code §1701.3161. Reactivation of Peace Officer License: Retired Peace Officers
- If you have less than 10 years of service and are reactivating prior to January 1, 2016; you may have additional reactivation requirements, please contact our office at (512)936-7700.

### How to Use this Reactivation Packet

---

1. Use your personal status report (PSR), and the following worksheet to determine the licensee reactivation category. You will enter this category in block 17 of the application.
2. The category you are in identifies the minimum training and steps needed to reactivate your license.
3. A complete description of what is required for each category of reactivation is identified in the Licensee Reactivation Procedure Chart.
4. Once all requirements have been met, please mail this application, fee, and DD214 (if applicable) to the Texas Commission on Law Enforcement, 6330 E. Highway 290, STE. 200, Austin, Texas 78723-1035.
  - The application fees are: \$150 for retired peace officers, \$250 for all other reactivation applicants.
  - The application fee is non-refundable.
5. Reactivation is complete upon TCOLE's review and approval of national criminal history records check based on FAST results.





# 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](mailto: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



## TCOLE Reactivation of a License Application

Commission Rule §219.11

**Non-refundable fee must be included. Money order, agency or cashier's check. (5115)**

APPLICANT INFORMATION	1. TCOLE PID	2. Last Name	3. First Name	4. M.I.	5. Suffix (Jr. etc.)
	6. Race / Ethnicity <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Multicultural <input type="checkbox"/> White		7. DOB	8. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	9. Driver's License State: _____ Num.: _____
	10. Home Mailing Address		11. City		12. State
	13. Zip Code	14. Phone Number	15. E-mail		
	16. Type of License <input type="checkbox"/> Peace Officer <input type="checkbox"/> County Jailer <input type="checkbox"/> Telecommunicator				
	17. Licensee Reactivation Category  <input type="checkbox"/> Category 1 <input type="checkbox"/> Category 2 <input type="checkbox"/> Category 3 <input type="checkbox"/> Category 4				

I attest that I meet the current requirements for the above selected license. I 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.

\_\_\_\_\_  
Signature of Applicant or License Holder

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Sworn to and subscribed before me, this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Notary public in and for, State of Texas  
 My Commission expires \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 \_\_\_\_\_  
 Printed Name of Notary

Notary Seal or Stamp

\_\_\_\_\_  
Signature of Notary

Please mail your complete application to:  
**Texas Commission on Law Enforcement**  
**6330 E. Highway 290, STE. 200**  
**Austin, Texas 78723-1035**

**Attachments Included:**

	Reactivation fee	\$150 for retired peace officers
	Non-Refundable money order, agency or cashier's check	\$250 for all other applicants
	DD214	if applicable