

## UPDATE RECORD OF EMPLOYMENT

(Employee Information Update)

**Note: The submission of an Employee Information Update does not renew the registration; it merely adds the new employer to the record. A new pocket card will not be issued.**

To update an employment record:

1. The registrant **must have a valid and active card.**
2. The registrant **must update the same type of registration or commission** (i.e. updating alarm installer with ABC Alarm Company to ZYX Alarm Company)
3. The person updating employment **may not update** a registration as an **owner, corporate officer, partner, shareholder, qualified manager, supervisor, Instructor, GLOA commissioned officer, GLOA non-commissioned officer, or branch office manager.** (*Note: Only CE Instructor's may update record of employment to another CE School.*)
4. Please submit the statutory fee of **\$15.00 + \$2.00** subscription fee= **\$17.00**. This fee may be accepted in the form of a money order, cashier check or company check made payable to the "Texas Department of Public Safety".

**Note: I understand that I must have a "valid" and "active" registration or commission pocket card in my possession and must show it to my prospective employer when completing this application.**

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Employees Address: \_\_\_\_\_  
Number & Street City State Zip

I am registered as an: \_\_\_\_\_  
(Examples: alarm installer, noncommissioned security officer, security salesperson, private investigator, commissioned officer)

Updating to: \_\_\_\_\_  
Company Name Company License Number

Date of employment with new employer: \_\_\_\_\_

Expiration date of pocket card: \_\_\_\_\_

(*Note: Cannot update new employer if pocket card is expired one year or more. If the registration has expired within a year please send in a completed renewal form along with an EIU form if registrant has changed companies.*)

I am employed as an: \_\_\_\_\_  
(Examples: alarm installer, noncommissioned security officer, security salesperson, private investigator, commissioned officer)

Employment Hours: ( ) Full Time ( ) Part Time

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner or Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTICE: This is a governmental record.  
Any false entry made on this document is considered a criminal violation.  
Fees submitted to the Private Security Bureau are not refundable or transferable.**