

**PRE-BASIC PEACE OFFICER COURSE  
ENROLLMENT/LICENSING  
TCIC/NCIC RECORD REQUEST  
(Non-refundable \$40 fee must be included)**

Training Provider: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Provider Number: \_\_\_\_\_

Training Provider Contact: \_\_\_\_\_

Applicant Name  
(Last, First, Middle): \_\_\_\_\_

Other Names Used (Maiden, Alias, Nicknames, etc.): \_\_\_\_\_

SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Sex: \_\_\_\_\_ Race: \_\_\_\_\_

I hereby authorize the above training provider to request that the Texas Commission on Law Enforcement (TCLEOSE) obtain a TCIC/NCIC (Texas Department of Public Safety and/or the Federal Bureau of Investigation) criminal history record check, for the purposes of determining my qualification, as attested to on the reverse side of this form, to enroll in the Basic Peace Officer or Basic Jailer course. I further authorize TCLEOSE to inform the training provider of my qualification status based on the record check.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Based upon the applicant information provided above, the following information is provided:

Qualified: \_\_\_\_\_ Not Qualified: \_\_\_\_\_

TCLEOSE Operator: \_\_\_\_\_ Date: \_\_\_\_\_

(Any issues of mis-identification or questions regarding accuracy of record content must be resolved by the applicant with the DPS Crime Record Service, Error Resolution Unit at (512) 424-7255. DPS will resolve the question with the individual applicant, and advise the Commission of the outcome.)

**Commission Rule**

**§215.15. Enrollment Standards.**

(a) In order for a person to enroll in any law enforcement training program which provides instruction in defensive tactics, arrest procedures, firearms, or use of a motor vehicle for law enforcement purposes, the academy must have on file:

(1) written documentation that the person is currently licensed by the commission; or

(2) if the person is not licensed by the commission, documentation that the person:

(A) community supervision history:

(i) has never been on court-ordered community supervision or probation for any criminal offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years from the date of the court order; but

(ii) the commission may approve the application of a person who received probation or court-ordered community supervision for a Class B misdemeanor at least five (5) years prior to enrollment if an agency administrator sufficiently demonstrates in writing with supporting documentation that mitigating circumstances exist with the case and with the individual applying for licensure, and that the public interest would be served by reducing the waiting period;

(B) is not currently under indictment for any criminal offense;

(C) conviction history:

(i) has never been convicted of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years; but

(ii) the commission may approve the application of a person who was convicted of a Class B misdemeanor at least five (5) years prior to enrollment if an agency administrator sufficiently demonstrates in writing with supporting documentation that mitigating circumstances exist with the case and with the individual applying for licensure, and that the public interest would be served by reducing the waiting period;

(D) has never been convicted of any family violence offense;

(E) is not prohibited by state or federal law from operating a motor vehicle;

(F) is not prohibited by state or federal law from possessing firearms or ammunition; and

(G) is a U.S. citizen.

(b) For the purposes of this section, the commission will construe any court-ordered community supervision, probation or conviction for a criminal offense to be its closest equivalent under the Texas Penal Code classification of offenses if the offense arose from:

(1) another penal provision of Texas law; or

(2) a penal provision of any other state, federal, military or foreign jurisdiction.

(c) A classification of an offense as a felony at the time of conviction will never be changed because Texas law has changed or because the offense would not be a felony under current Texas law.

**I hereby declare that I have read the above enrollment standards and further declare that I am fully qualified to enroll in the Basic Peace Officer or Basic Jailer course and not prohibited by Commission rule from enrolling in either course.**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**This document constitutes a governmental record and knowingly making a false entry in, or false alteration of, a governmental record is a violation of Section 37.10, Texas Penal Code.**