



**TEXAS COMMISSION ON LAW ENFORCEMENT
OFFICER STANDARDS AND EDUCATION**

6330 U.S. Highway 290 East, Suite 200
Austin, Texas 78723
Phone: (512) 936-7700

<http://www.tcleose.state.tx.us>



**PRE- ENROLLMENT BASIC LICENSING COURSE
TCIC/NCIC RECORD REQUEST**

Commission Rule §215.15

Non-refundable \$40 fee must be included. Money order or cashier's check. (5510)

TRAINING PROVIDER INFORMATION

1. Date of Course		2. TCLEOSE Provider Number. 511584		3. Provider Name Austin Community College – Criminal Justice Department	
4. Mailing Address 1555 Cypress Creek Rd.			5. City Cedar Park		
6. County Williamson		7. Zip Code 78613		8. Phone Number (512) 223-2082	
				9. Fax Number (512) 223-2081	
10. Provider Contact Gerald W. Hildebrand			11. E-mail gwhil@austincc.edu		

APPLICANT INFORMATION

12. First Name		13. M. I.	14. Last Name		15. Suffix (Jr., etc.)
16. TCLEOSE PID or SSN	17. Driver's License State: Num.:	18. Date of Birth / /	19. 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		20. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
21. Birth City:		22. State		23. Country	
24. Home Mailing Address			25. City		26. State
27. Zip Code	28. Phone Number	29. E-mail Address		30. Education <input type="checkbox"/> High School <input type="checkbox"/> GED <input type="checkbox"/> 12 Sem. Hrs. College	
31. U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No					

Other Names Used:

(Maiden, Alias, Nickname) _____

Have you attended other basic licensing courses in Texas? Yes No

If yes, name of academy. _____

Based upon the information provided above, the applicant has no record in the TCIC/NCIC database as of:		<input type="checkbox"/> Qualified:	<input type="checkbox"/> Not Qualified
TCLEOSE Operator:	Date:		

Issues of misidentification or questions regarding accuracy of record content must be resolved by the applicant with: DPS Crime Record Service Error Resolution Unit (512) 424-7256
The Texas Department of Public Safety will resolve the question with the applicant, and advise the Commission of the outcome.

Commission Rule. §215.15 Enrollment Standards

(a) In order for an individual to enroll in any basic licensing course 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 individual has been subjected to a search of local, state and national records to disclose any criminal record;
- (A) is not currently charged with any criminal offense for which conviction would be a bar to licensure;
- (B) 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 an individual 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;
- (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 an individual 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) For 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:
 - (i) another penal provision of Texas law; or
 - (ii) a penal provision of any other state, federal, military or foreign jurisdiction.
- (E) 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.
- (F) has never been convicted of any family violence offense;
- (G) is not prohibited by state or federal law from operating a motor vehicle;
- (H) is not prohibited by state or federal law from possessing firearms or ammunition; and
- (I) is a U.S. citizen.

(b) In order for an individual to enroll in any basic peace officer 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) a high school diploma;
- (2) a high school equivalency certificate and has completed at least 12 hours at an institution of higher education with at least a 2.0 grade point average on a 4.0 scale; or
- (3) an honorable discharge from the armed forces of the United States after at least 24 months of active duty service;

(c) The enrollment standards established in this section do not preclude the academy licensee from establishing additional requirements or standards for enrollment in law enforcement training programs.

I hereby authorize the above training provider to request that the Texas Commission on Law Enforcement Officer Standards and Education 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 this form, to enroll in the Basic Peace Officer or Basic Jailer course. I further authorize the commission to inform the training provider of my qualification status based on the record check.

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.

Signature of Applicant

Date