



University of Texas System Police

TCLEDDS Access Request

Instruction Guide

TCLEDDS Access Requirements

Any individual needing access to TCLEDDS must complete the **TCLEDDS Access Request** form.

Authorization to submit a C1 (Request for PID) or F5R (Separation Report) requires signatures from both the **Chief of Police** and the **Executive Director** on the form.

Access Levels

Select **one** access level.

- **Department – Read Only**

Allows the user to view information and reports related to UTSP personnel. The user cannot submit reports or make changes.

- **Department – Full Access**

Allows the user to view UTSP personnel information and submit C1 (Request for PID).

Note: The user is *not authorized* to submit a C1 unless the **Authorization to Complete C1 and F5R** section is completed.

- **Statewide – Read Only**

Allows the user to view information and reports for all license holders. The user cannot submit reports or make changes.

Note: TCOLE/TCLEDDS may remove this access level in the near future.

- **Statewide – Full Access**

Allows the user to view all license holders and update information for UTSP license holders, including submitting C1 and F5R.

Note: The user is *not authorized* to submit a C1 or F5R unless the **Authorization to Complete C1 and F5R** section is completed.

Electronic Signatures

All signatures on the TCLEDDS Access Request form may be electronic.

Authorization to Complete C1 and F5R

If the user is involved in the background investigation process, authorization to submit C1 and F5R may be necessary.

To authorize this access:

- The **Chief of Police** must sign and submit the form to ODOP.
- The **Executive Director** will provide final approval.
- The user **may not** submit C1 or F5R until the completed, approved form is returned to both the Chief and the user.

Required Signatures: Chief of Police and Executive Director

These signatures are only required if authorization to submit C1 and F5R is being requested. Electronic signatures are accepted.