**TEXAS FORENSIC SCIENCE COMMISSION**

# REGULAR LICENSE APPLICATION INSTRUCTIONS
(ALL MANDATORY AND VOLUNTARY FORENSIC ANALYST, FORENSIC TECHNICIAN, AND FORENSIC
BIOLOGY SCREENING ANALYST LICENSEES)

- Log into TopClass account:  https://fsclicensing.txcourts.gov/topclass/login.do
- Open Menu using the three lines at the top left corner
- Select "Search Catalog"
- Browse by License type; select "Regular License"
- Choose the appropriate type of REGULAR License Category by clicking "Choose Path"
  - Forensic Biology Screening Analyst License
  - Forensic Analyst License OR
  - Forensic Technician License
- After choosing your path, click "Select" and "Submit



- Go to the main menu and select "Learning Center" to view your in-process license

- View your license and select "Apply"



- Fill out the application questions
- Follow the prompts as directed to complete your application.
  - NOTE: You should be prepared to include any attachments for eligibility review:
    - Degree/Education Transcripts
    - Specific Coursework Transcripts
    - Military Service (DD-214)
    - Resume/Curriculum Vitae
    - Proficiency Monitoring Certification Form
    - Other required documentation of employing laboratory's Commission-approved proficiency monitoring program as applicable.
- Return to homepage
- Return to Learning Center and select "Continue" on license



- Add regular License Application Fee to Cart

- Open Cart and select "Secure Checkout"
- There are TWO Payment options.
    - If payment is being made by Debit/Credit card, click on "Pay via Texas.gov"
        - You will be taken to the Texas.Gov website to complete the payment process
        - You will receive a Purchase Confirmation
        - You <mark>*MUST*</mark> return to TopClass from this page to complete your payment in your TopClass shopping cart or your payment won't register as complete.
    - If your laboratory is paying for your license, we will take care of the payment portion of your application.

If your application is REJECTED, you will receive an email notice stating the rejection reason(s). You should make the corrections/additions to your application and re-submit for FSC Review. When your application is ACCEPTED/APPROVED, you will receive notice by email.

While we are reviewing your application you will see that your application shows a status of "In Review". Please do not attempt to re-submit your application at this point. Feel free to email us with any questions you may have at licensing@fsc.texas.gov.