

**STEAR Registration Instructions for the Public**  
**April 2014**

**General information for the public:**

**State of Texas Emergency Assistance Registry (STEAR)**

<https://www.txdps.state.tx.us/dem/stear/public.htm>

**Print or save an individual form in English**

<https://www.txdps.state.tx.us/dem/stear/indivRegForm.pdf>

**Print or save an individual form in Spanish**

[https://www.txdps.state.tx.us/dem/stear/indivRegForm\\_Sp.pdf](https://www.txdps.state.tx.us/dem/stear/indivRegForm_Sp.pdf)

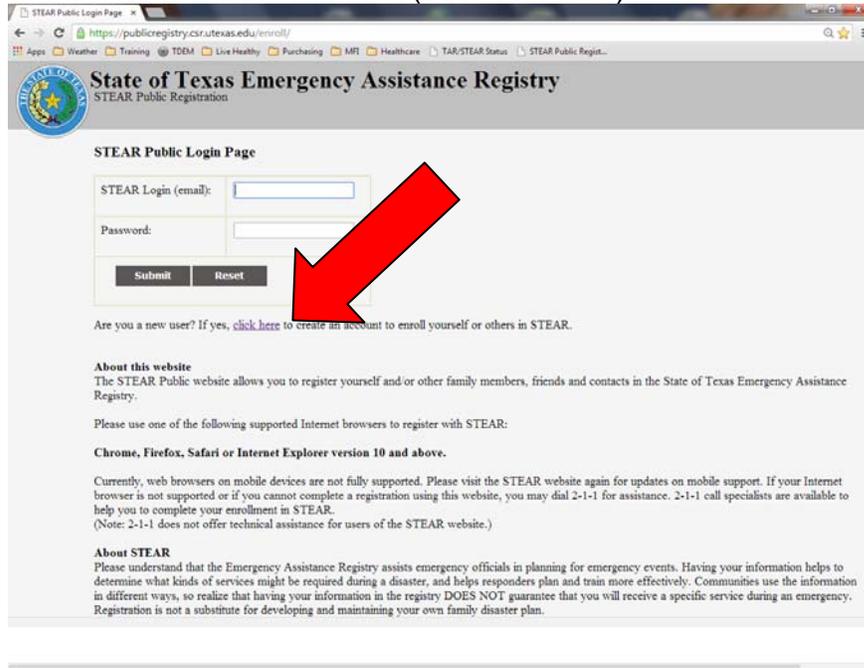
**Frequently asked questions:**

1. What should I do if I want to register myself or someone else?
  - a. Follow one of the processes listed on pages 2 through 4.
  - b. If you are assisting someone else with registration, be sure to seek that individual's permission before registering the person.
2. What if two or more individuals living at the same address need assistance?
  - a. Register each individual needing assistance.
3. What should I do if I already registered but my information or status has changed such as you moved to a new address or you no longer need assistance?
  - a. If your information has changed, re-register.
  - b. If you no longer need to be registered, contact 2-1-1 or the Amarillo Potter Randall Office of Emergency Management at 806-378-3004 to be removed from the registry.
4. How long will my information be kept in the system?
  - a. To assist with keeping the registry updated, your information is kept for only one year.
  - b. You will receive a reminder when it is time to re-register.
5. Should I register if I live in an assisted living center, nursing home or other institutionalized setting?
  - a. No, do not register as an individual.
  - b. Ask your facility administrator to complete a 'facility' registration form or have the facility administrator contact the Amarillo Potter Randall Office of Emergency Management at 806-378-3004.
6. Where can I find additional resources to assist me with preparing my family emergency management plan?
  - a. [oem.amarillo.gov](http://oem.amarillo.gov)

There are five mechanisms available to assist you with registering yourself, a loved one or a friend in the State of Texas Emergency Assistance Registry (STEAR). Use one of the following to register each individual needing assistance.

## Online Registration

1. Go to the following website: <https://publicregistry.csr.utexas.edu/enroll/> and click the link to create a user account (see red arrow)



STEAR Public Login Page

STEAR Login (email):

Password:

Are you a new user? If yes, [click here](#) to create an account to enroll yourself or others in STEAR.

**About this website**  
The STEAR Public website allows you to register yourself and/or other family members, friends and contacts in the State of Texas Emergency Assistance Registry.

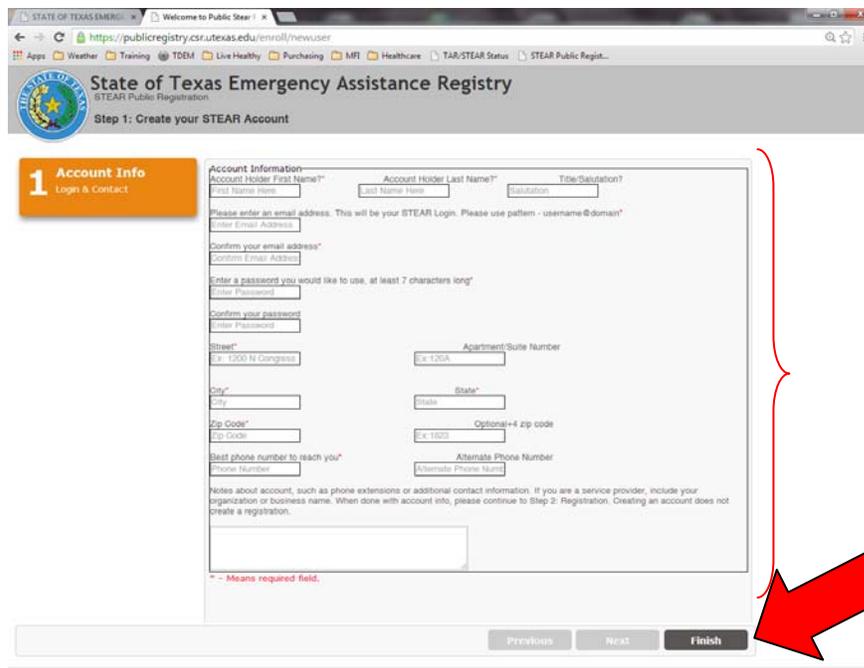
Please use one of the following supported Internet browsers to register with STEAR:

**Chrome, Firefox, Safari or Internet Explorer version 10 and above.**

Currently, web browsers on mobile devices are not fully supported. Please visit the STEAR website again for updates on mobile support. If your Internet browser is not supported or if you cannot complete a registration using this website, you may dial 2-1-1 for assistance. 2-1-1 call specialists are available to help you to complete your enrollment in STEAR.  
(Note: 2-1-1 does not offer technical assistance for users of the STEAR website.)

**About STEAR**  
Please understand that the Emergency Assistance Registry assists emergency officials in planning for emergency events. Having your information helps to determine what kinds of services might be required during a disaster, and helps responders plan and train more effectively. Communities use the information in different ways, so realize that having your information in the registry DOES NOT guarantee that you will receive a specific service during an emergency. Registration is not a substitute for developing and maintaining your own family disaster plan.

2. The following window will appear – complete all required fields denoted with an \* then click the finish button



STATE OF TEXAS EMERGENCY ASSISTANCE REGISTRY

Welcome to Public Stear

State of Texas Emergency Assistance Registry  
STEAR Public Registration

Step 1: Create your STEAR Account

**1 Account Info**  
Login & Contact

Account Information

Account Holder First Name\*  Account Holder Last Name\*  Title/Salutation?

Please enter an email address. This will be your STEAR Login. Please use pattern - username@domain\*

Enter Email Address

Confirm your email address\*

Confirm Email Address

Enter a password you would like to use, at least 7 characters long\*

Enter Password

Confirm your password

Enter Password

Street\*  Apartment/Suite Number

City\*  State\*

City  State

Zip Code\*  Optional+4 zip code

Zip Code  Ex: 19023

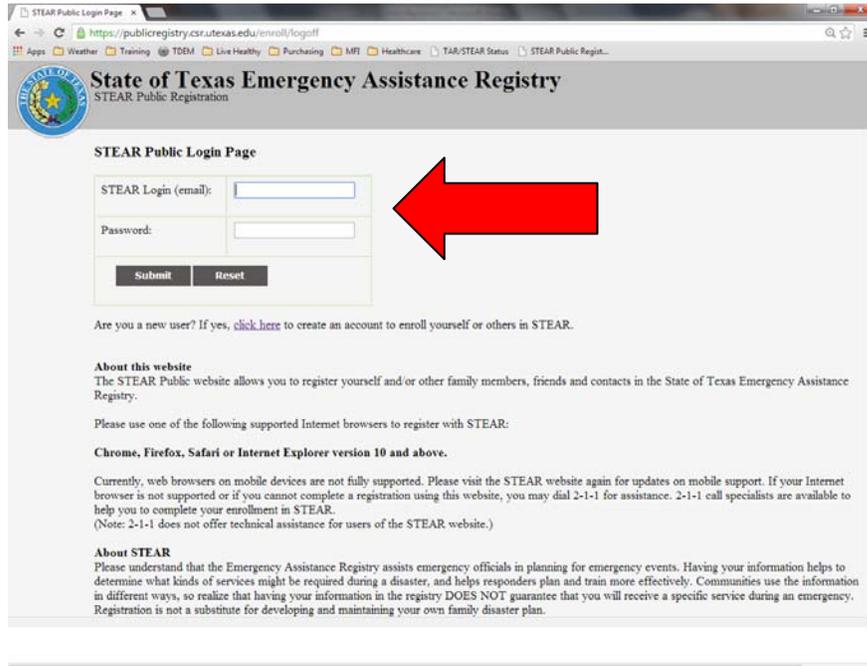
Best phone number to reach you\*

Phone Number  Alternate Phone Number

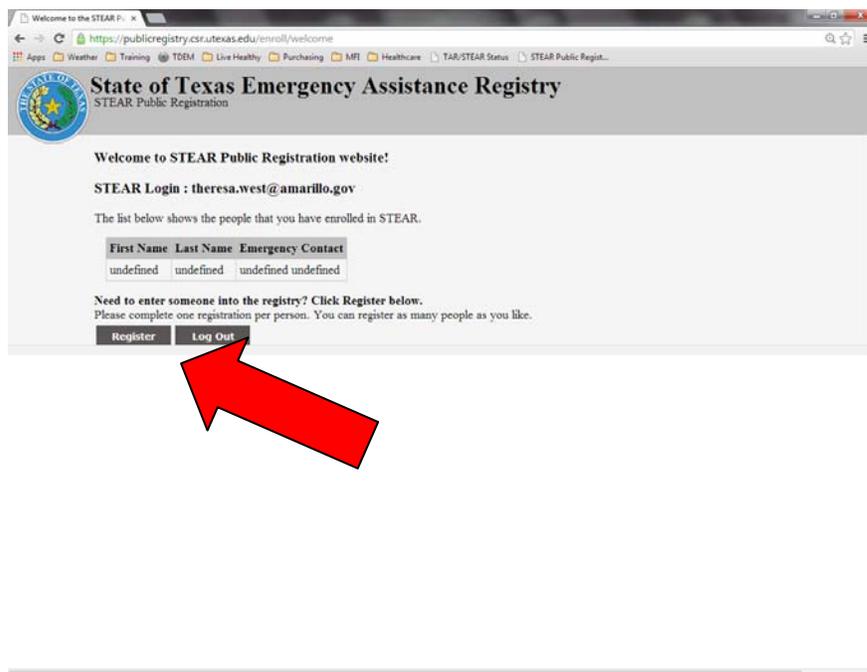
Notes about account, such as phone extensions or additional contact information. If you are a service provider, include your organization or business name. When done with account info, please continue to Step 2: Registration. Creating an account does not create a registration.

\* - Means required field.

3. Login to the system by entering your e-mail address and password created during the initial registration process. Don't forget to hit the submit button after you've entered your e-mail address and password.



4. The following screen will appear. Click the register button to enter an individual in the registry. Every time you login you will see the list of individuals that you have already registered.



## Phone Registration

1. Call 2-1-1 and ask to register in the State of Texas Emergency Assistance Registry (STEAR)

## Fax Registration

1. Print an individual registration form in English or Spanish from the internet
  - a. English - <https://www.txdps.state.tx.us/dem/stear/indivRegForm.pdf>
  - b. Spanish - [https://www.txdps.state.tx.us/dem/stear/indivRegForm\\_Sp.pdf](https://www.txdps.state.tx.us/dem/stear/indivRegForm_Sp.pdf)
  - c. If you do not access to the internet, the library can assist you.
2. Complete the form
3. Fax the completed form to 866-557-1074

## E-mail Registration

1. Complete and save an individual registration form in English or Spanish to your computer
  - a. English - <https://www.txdps.state.tx.us/dem/stear/indivRegForm.pdf>
  - b. Spanish - [https://www.txdps.state.tx.us/dem/stear/indivRegForm\\_Sp.pdf](https://www.txdps.state.tx.us/dem/stear/indivRegForm_Sp.pdf)
  - c. If you do not access to the internet, the library can assist you.
2. Attach the completed form to an e-mail and send to [STEAR@dps.texas.gov](mailto:STEAR@dps.texas.gov)

## Mail Registration

1. Print an individual registration form in English or Spanish from the internet
  - a. English - <https://www.txdps.state.tx.us/dem/stear/indivRegForm.pdf>
  - b. Spanish - [https://www.txdps.state.tx.us/dem/stear/indivRegForm\\_Sp.pdf](https://www.txdps.state.tx.us/dem/stear/indivRegForm_Sp.pdf)
  - c. If you do not access to the internet, the library can assist you.
2. Complete the form
3. Mail the completed form to:  
City of Amarillo Office of Emergency Management  
ATTN: STEAR  
PO Box 1971  
Amarillo, TX 79105-1971