

REQUIRED DOCUMENTS CHECKLIST

Bring all original documents and photocopies to the interview. If any documents are missing or incomplete, you will not be interviewed and a rescheduled interview date will depend upon availability. The copies must be of the original document and should not be enlarged or reduced. Small documents, like social security cards and driver's licenses, should be centered in the middle of the page. All documents must reflect the name and date of birth as shown on your birth certificate or marriage license.

- 1. Original certified birth certificate from the Bureau of Vital Statistics, (plus 3 photocopies)
- 2. Original naturalization papers, if applicable, (plus 3 photocopies)
- 3. Original high school diploma or certified high school transcript or GED, (plus 2 photocopies)
- 4. Certified college transcript from each college attended (sealed originals). If applicable, transcript must reflect any and all degrees obtained.
- 5. Valid driver's license with current address or receipt for change of address or renewal. If married, it must be in your married name, (plus 3 photocopies of driver's license and 1 photocopy of the driver's license and social security card on the same page)
- 6. Original social security card or receipt for duplicate request; must have correct spelling of your name, and, if married, it must have your married name, (plus 3 photocopies)
- 7. Last 2 payroll check stubs (bank statements will not be accepted), (plus 1 photocopy of each)
- 8. A current credit report, no more than 60 days old, is required. You may obtain a credit report through Experian, TransUnion or Equifax. You must bring all pages from the credit report, including pages that are left blank on purpose, to your initial interview (do not have it mailed to our offices). We recommend you review your credit report in advance; this will allow you to bring in any supporting documents or pay any items listed in collections, prior to scheduling a Phase One interview.
- 9. Original Divorce Petition and Final Divorce Decree, if applicable, (plus 1 photocopy of each)
- 10. Printed copy of the typed completed Personal History Statement.
- 11. Printed copy of the completed NeoGov City of Houston Application.
- 12. Military Only: Original U.S. Military DD-214 (member 4 or service 2) for all past and current active duty status, if applicable, (plus 3 photocopies)
- 13. Military Only: Original U.S. Military NGB-22 for all past and current active duty status, if applicable, (plus 3 photocopies)
- 14. Law Enforcement Only: TCOLE Peace Officer's License or other state license, if applicable, (plus 2 photocopies)
- 15. Law Enforcement Only: Peace officer's training records for all agencies employed by, if applicable, (plus 2 photocopies)