

Required Documents Checklist

- _____ 1. Original certified birth certificate from the Bureau of Vital Statistics
_____ (plus 3 photocopies)
- _____ 2. Original high school diploma, certified high school transcript or GED
_____ (plus 2 photocopies)
- _____ 3. Certified college transcript from each college attended (sealed originals).
If applicable, transcript must reflect any and all degrees obtained.
- _____ 4. Original naturalization papers, if applicable
_____ (plus 3 photocopies)
- _____ 5. Original U.S. Military DD-214 (member 4 or service 2) for all past and current active duty status,
if applicable
_____ (plus 3 photocopies)
- _____ 6. Original U.S. Military NGB-22 for all past and current active duty status, if applicable
- _____ 7. Original Divorce Petition and Final Divorce Decree, if applicable
_____ (plus 1 photocopy of each)
- _____ 8. Valid driver's license with current address or receipt for change of address or renewal.
If married, it must be in your married name
_____ (3 photocopies of driver's license)
_____ (1 photocopy of the driver's license and social security card on the same page)
- _____ 9. 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)
- _____ 10. TCOLE Peace Officer's License or other state license, if applicable
_____ (plus 2 photocopies)
- _____ 11. Peace officer's training records for all agencies employed by, if applicable
_____ (plus 2 photocopies)
- _____ 12. A current credit report from Credit Bureau Services.
NOTE: The credit report cannot be older than 60 days. To obtain your credit report, submit the completed credit report request form, a copy of your driver's license, and \$15.00 to Credit Bureau Services, either by mail or in person (if mailed, use a money order payable to Credit Bureau Services or if delivered in person, cash or credit cards are accepted). For more information, view the credit report request form or call Credit Bureau Services at (936) 756-7741 or toll free at 1-888-524-0574. You are required to deliver your sealed credit report IN PERSON to HPD Recruiting (do not have it mailed to our offices). **NO OTHER CREDIT BUREAU AGENCY REPORT WILL BE ACCEPTED.** An additional credit report may be obtained for \$2.00 from Credit Bureau Services. This will allow you to view your credit report and bring in any supporting documents or pay any items listed in collections, prior to scheduling a Phase One interview.
- _____ 13. Last 2 payroll check stubs
_____ (plus 1 photocopy of each)
- _____ 14. Printed copy of the completed Personal History Statement
- _____ 15. Printed copy of the receipt from completion of NeoGov City of Houston Application

