

REQUIRED DOCUMENTS CHECKLIST

Bring all original documents and photocopies to the interview. Do not have documents mailed to HPD. You must have ALL of the required documents at the time of your scheduled interview or you will be rescheduled for another day. The copies must be of the original document and should not be enlarged or reduced. Small documents, like social security cards and driver 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 license with current address or receipt for change of address or renewal. The name on the license must be your legal name, (plus 3 photocopies)
- ☐ 6. Original social security card or receipt for duplicate request; must have correct spelling of your name, and the name on your card must be your legal name, (plus 3 photocopies)
- ☐ 7. Last 2 payroll check stubs (bank statements will not be accepted)
- ☐ 8. Original Divorce Petition and Final Divorce Decree, if applicable
- ☐ 9. Printed copy of the typed completed Personal History Statement.
- ☐ 10. Printed copy of the completed NeoGov City of Houston Application.
- ☐ 11. Printed copy of car insurance card with your name as a covered driver.
- ☐ 12. Work Experience Only: If you only meet the employment requirement, (i.e., you do not have 18 months active duty military service, 48 hours of college credit or 3 years employment as a peace officer) complete a Work Experience Form for each job you worked over the last 48 months. Once complete, use the form to obtain a letter from the employer verifying the information noted on the Work Experience Form.
- ☐ 13. 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)
- ☐ 14. Military Only: Original U.S. Military NGB-22 for all past and current active duty status, if applicable, (plus 3 photocopies)
- ☐ 15. Law Enforcement Only: TCOLE Peace Officer's License or other state license, if applicable, (plus 2 photocopies)
- ☐ 16. Law Enforcement Only: Peace officer's training records for all agencies employed by, if applicable, (plus 2 photocopies)

