

**RECRUITING DIVISION
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. Official college transcript from each college attended. Transcript must reflect any and all degrees obtained. If your institution provides sealed envelopes, bring them to your interview without opening them. If your institution offers digital records, follow your institution's instructions and send official transcripts to "HPDRecruitingDocuments@houstontx.gov." **Transcripts emailed directly to the applicant will NOT be accepted.*

- 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 and match all government documents (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 as reflected on all other documents (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. Use this form to obtain item #13 of this list.

- 13. **Work Experience Only:** Verification Letter from the employer confirming the information noted on the Work Experience Form using the template available on our website.

- 14. **Military Only:** Original U.S. Military DD-214 or NGB-22 (member 4 or service 2) for all past and current active-duty status, if applicable, (plus 3 photocopies)

- 15. **Military Only:** Original U.S. Military SF-180 Request Pertaining to Military Records. Section III should list the HPD Recruiting Division and request records be sent via email to "HPDRecruitingDocuments@houstontx.gov"

- 16. **Law Enforcement Only:** TCOLE Peace Officer's License or other state license, if applicable, (plus 2 photocopies)

- 17. **Law Enforcement Only:** Peace officer's training records for all agencies employed by, if applicable, (plus 2 photocopies)

