|  |  |
| --- | --- |
| **Applicant Name:**        | **PID:**      [ ]  N/A |
| **Prepared by:**        | **Date:**   /   /      |
| **UT Component submitting packet:**       | **Tentative Start Date:**   /   /      |
| **1** | [ ]  | TCOLE Form C-1 PID Assignment [ ]  Not Applicable (already holds PID)  |
|  | [ ]  | TCOLE Form L-1T Appointment Application |
| **2** | [ ]  | TCOLE Form L-2 Licensee Medical Condition (make sure correct box is marked and dates are valid) |
|  | [ ]  | Physician’s Medical Report  |
|  | [ ]  | Drug Screening Report (must be a10-Panel Drug Screen)  |
| **3** | [ ]  | TCOLE Form L-3 Licensee Psychological and Emotional Health Declarations  |
|  | [ ]  | Physician’s Psychological Report |
| **4** | [ ]  | Copy of Current, valid driver’s license (should be in color and 200%) |
|  | [ ]  | Original or certified copy of Birth Certificate (Copy must be signed and dated by person verifying it) |
|  | [ ]  | Copy of Social Security Card (should be in color and 200%) |
|  | [ ]  | Certified copy of U.S. Citizenship Papers [ ]  Not Applicable |
|  | [ ]  | Copy of current automobile Insurance |
| **5** | [ ]  | Fingerprint Applicant Services of Texas (FAST) Receipt  |
|  | [ ] [ ]  | Certified documents from the appropriate authority showing the final disposition of each arrest, probation, community supervision, conviction or other criminal history or certified letter of non-prosecution. Not Applicable |
|  | [ ]  | CCH Return  |
|  | [ ]  | TCIC |
|  | [ ]  | NCIC |
|  | [ ]  | Driver’s License Return (10-27) |
| **6** | [ ]  | Copy of Selective Service registration verification [ ]  Not Applicable  |
|  | [ ]  | DD-214 (member 4 page, showing reenlistment code) [ ]  Not Applicable  |
|  | [ ] [ ]  | TCOLE F-5R (Request through ODOP, must be filled out completely by investigator and included in packet) Not Applicable |
| **7** | [ ]  | Copy of [ ]  High School Diploma [ ]  Transcript [ ]  GED Certificate |
|  | [ ]  | Original College Transcripts [ ]  Not Applicable  |
|  | [ ]  | TCOLE Form F-7 [ ]  Already on File (TCLEDDS print out) [ ]  Not Applicable  |
| **8** | [ ]  | DP-38 Authorization for Release of Personal Information |
|  | [ ]  | DP-02 Conditional Offer of Employment |
|  | [ ]  | DP-45 Entrance Exam Scores\* [ ]  Not Applicable |
|  | [ ]  | DP-12 Interview Board Results |
| **9** | [ ]  | Credit Report **with** Credit Score (only need one report) |
| **10** | [ ]  | DP-05 Polygraph Authorization |
|  | [ ]  | DP-04 Pre-Employment Polygraph Questionnaire |
|  | [ ]  | Polygraph Report |
| **11** | [ ]  | DP-01 Personal History Statement |
| **12** | [ ]  | DP-06 Background Investigation Report |

\*If a Licensed Texas Telecommunicator already (does not include the temporary license), the written exam may be waived.