|  |  |  |  |
| --- | --- | --- | --- |
| **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.