|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Applicant Name:** | | | | **PID:**       N/A |
| **Prepared by:** | | | | **Date:**   /   / |
| **UT Institution submitting packet:** | | | **Start Date:**    /   / | **Oath Date:**    /   / |
| **1** |  | TCOLE Form C-1 PID Assignment  Not Applicable | | |
|  |  | TCOLE Form L-1 Appointment Application | | |
|  |  | TCOLE Form L-2 Licensee Medical Condition (make sure correct box is marked and dates are valid) | | |
|  |  | Drug Screening Report (must be a10-Panel Drug Screen) | | |
|  |  | TCOLE Form L-3 Licensee Psychological and Emotional Health Declarations | | |
| **2** |  | 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 | | |
| **3** |  | FACT Clearinghouse results print out (make sure it shows the TEXAS and FBI results) | | |
|  |  | 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) | | |
|  |  | DPS Driving Record Type 3 Complete Driving Record | | |
|  |  | Copy of current automobile Insurance | | |
| **4** |  | 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) | | |
|  |  | 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 | | |
| **5** |  | DP-01 Personal History Statement | | |
| **6** |  | DP-06 Background Investigation Report | | |
| **7** |  | DP-38 Authorization for Release of Personal Information | | |
|  |  | DP-02 Conditional Offer of Employment | | |
|  |  | DP-12 Entrance Written Exam and Interview Board Results | | |
| **8** |  | Polygraph Authorization | | |
|  |  | DP4 Polygraph Questionnaire **or** report of questions asked by Polygrapher | | |
|  |  | Polygraph Report | | |
|  |  | Credit Report **with** Credit Score (only need one report) | | |