

## HOUSTON FIRE DEPARTMENT Processing Documents

**Start working on obtaining the following documents and have them ready to turn in during Orientation.**

- Passport size Photo – one (1) from CVS, Walgreens, etc.  
**Note:** Tape photo to the center of an 8x11 sheet of paper and print name and rank number underneath the photo
- City of Houston Neogov application that you completed when you applied online – **[Print one (1) sided only]**
  - a. Go to [https://www.governmentjobs.com/js\\_login.cfm](https://www.governmentjobs.com/js_login.cfm)
  - b. Enter your Username and Password and **CLICK** Login
  - c. Click Application Status
  - d. Under Job Title you will see Firefighter Trainee, **CLICK** View under View App
  - e. At the very top **CLICK** the Click here for a printable version of this application
  - f. The application will have the City of Houston logo on the upward left hand side.
- Valid Driver License –1 copy (original will be reviewed at Interview)
- Social Security Card –1 copy (original will be reviewed at Interview)
- Birth Certificate –1 copy (original will be reviewed at Interview)
- Fingerprints (Identogo) - instructions available online @ [www.HFDCareers.org](http://www.HFDCareers.org)  
**Note I: Do not** complete until you have been notified that you passed the Civil Service Exam.  
**Note II:** Applicants will not be interviewed unless fingerprints have been received
- Active Texas Commission on Fire Protection Certification (TCFP) Fire (if applicable) – 1 copy  
**Note:** You must maintain an active certification throughout the process; therefore check with TCFP
- Active Texas Department of State Health Services (TDSHS) Certification (EMT or Paramedic) (if applicable) – 1 copy  
**Note:** You must maintain an active certification throughout the process; therefore check with TDSHS
- Applicant Questionnaire Part A – available online @ [www.HFDCareers.org](http://www.HFDCareers.org) **Print one (1) sided only**  
**Note:** You must list employment for the last 10 years. Failure to disclose employers may result in being removed from the hiring process.
- Certificates of Disposition on all driving/moving violations in the last 3 years  
**Note:** You must obtain this document from the agency that issued the violation
- Certificates of Disposition on all criminal violations – 2 copies  
**Note:** You must obtain this document from the County or District Clerk Office where the violation occurred
- College Transcripts - sealed from every college that you've attended (this includes applicants that attended college in the military)  
**Note:** Transcripts must be issued within the last 6 months; must be transferable college hours with a grade of "C" or better from an accredited college or university. A "Course Completion Certificate" will not be accepted in lieu of the accredited transferable college credit hours. Transferable hours mean that the hours will be accepted at the institution that is certifying the grades for the Houston Fire Department.
- DD214 Member-4 (**military applicants only**) – 1 copy  
**Note:** If an applicant is unable to produce an original Member-4, a certified copy is acceptable if paired with a Statement of Service (SOS).
- Proof of Immunization Requirements – details available online @ [www.HFDCareers.org](http://www.HFDCareers.org)

**NOTE: If you meet the minimum requirements for a Non-Certified Cadet Class (60 college hours or military) and have a Class B misdemeanor or higher conviction (includes deferred adjudication and expungement) you will be required to complete an EMS Prescreening Petition form. This will be discussed during the Interview.**

**EACH COPY OF ALL PROCESSING DOCUMENTS MUST BE ON A SEPARATE SHEET OF PAPER  
KEEP A COPY OF ALL DOCUMENTS FOR YOUR RECORDS**