

HFD REQUIRED DOCUMENTS CHECKLIST

The documents listed below are required as part of the Houston Fire Departments hiring process. These documents will be due to your assigned recruiter prior to the scheduling of your phone interview. The documents must be scanned and sent as a PDF attachment, via email by the date established by your Recruiter.

If you are interested in becoming a member of the Houston Fire Department, please begin gathering the documents listed below and be ready to submit them upon request, **they will be required in addition to your applicant questionnaire and acknowledgment forms.** Download and save this form, checking off each of the items as you gather/send them.

- Motor Vehicle Report** (must be dated no more than 30 days prior to your Civil Service Exam date.) Visit <https://www.dps.texas.gov/driverlicense/driverrecords.htm> or the state your driver's license was issued in.
- Official college transcripts** (if available, transcripts must be sent directly to your assigned recruiter via eScript to their email address or the hfdprocessing@houstontx.gov email address. If eScript is not available, you can mail or bring your official transcript to your recruiter in the original **sealed** envelope.)
- Traffic ticket dispositions** for **each** moving violation you have received in the past 36 months (this includes the ticket, any court documents associated with the ticket, and proof of payment)
- Criminal offenses dispositions** for **each** criminal offense, whether dismissed, deferred, sealed or expunged (this includes the charge, the arrest records and/or all court documents of the outcome of the case)
- Fingerprints** completed by Identogo (fingerprints must be completed within **14 days** of taking your civil service exam. Click on www.identogo.com to schedule your appointment and enter service code 11F1B2.)
- Immunizations** records (**All** immunization records are to be sent to hfdinfectioncontrol@houstontx.gov **only** using the cover sheet provided to you.)
- W2 or check stub** for any self-employment or **current** job(s) in which a request "not" to contact is identified for the purposes of employment verification
- DD214** for any military service (member 4 or Service 2)
- TDSHS EMS Petition** for any applicant possessing any type of criminal history that is not a certified EMT (This step will require completion of a petition to be submitted to EMS as well as an **additional** set of fingerprints from Identogo. Your assigned Recruiter will provide you will additional information if this step is necessary. To schedule, click on www.identogo.com and enter service code 11BSBH.)

Note:

At the time of conditional job offer you will be **required** to provide 2 forms of identification with your names matching on both documents.

Acceptable forms of identification include: driver's license **AND/OR** social security card, passport, permanent resident card, alien registration receipt card