

Texas Department of Criminal Justice

MISSING DOCUMENT NOTIFICATION

NOTE TO APPLICANTS: With few exceptions, you are entitled upon request: (1) to be informed about the information the Agency collects about you; and (2) under sections 552.021 and 552.023 of the Government Code, to receive and review the collected information. Under section 559.004 of the Government Code, you are also entitled to request, in accordance with the Agency's procedures, that incorrect information that the Agency has collected about you be corrected.

NAME (Last, First MI)

SOCIAL SECURITY NUMBER

LOCATION OF INTERVIEW

DATE OF INTERVIEW

The following document(s) or information is needed to complete your Correctional Officer application. Please mail or fax to the address below. If not received within 20 days, your application will be inactivated. If necessary, send a letter to the address listed below to request an extension. Include in your letter your social security number and city where you were interviewed.

- DRIVERS LICENSE (Copy)
SOCIAL SECURITY CARD (Must be a copy of the card issued to you by the Social Security Office. Sign before copying.)
HIGH SCHOOL DIPLOMA/GED (Copy of diploma from an accredited senior high school or equivalent, or a state-issued General Education Development (GED). High school transcripts showing your name, the date of graduation and school attended are also acceptable. College transcripts showing a minimum of 12 semester hours earned are acceptable.
HOME SCHOOL AFFIDAVIT (Must be original - Do Not Fax)
FOREIGN EDUCATION CREDENTIALS (Foreign/international credentials must be evaluated by a TDCJ-approved credential evaluation service. A list of TDCJ-approved evaluation services is attached.)
DD FORM 214 Member 4 copy or other copy which includes the Character of Service (e.g., Honorable, General) (www.vetrecs.archives.gov)
INCIDENT SUMMARY WORKSHEET # requested:
PROOF OF SELECTIVE SERVICE REGISTRATION OR EXEMPTION (Copy) (www.sss.gov)
PERS-282A - ADDITIONAL OFFENDER INFORMATION # requested: (refer to phone numbers at bottom of form)
ADDRESSES (Complete mailing address of references, including zip codes.)
DISPOSITION for each arrest or conviction listed below. (See the important instructions below.)

IMPORTANT

- 1. Dispositions must be obtained from the judge or clerk of the court having jurisdiction over the case. Dispositions from law enforcement agencies are not acceptable.
2. Dispositions must at least contain the date of arrest and/or conviction, offense and punishment imposed, if convicted. The classification of the offense must also be listed, to include the class of misdemeanors (i.e. A, B or C). If dismissed, the disposition must state the reason for dismissal.
3. When you request a disposition from the court, you must request it with the name you were using at the time of arrest or charge. See aliases below.
4. Dispositions must be on court letterhead or contain a seal if on plain paper and be signed by an official of that Agency.
5. If the court no longer has a record of the case, you must obtain a statement from the court stating such.
6. Dispositions must be sent to us attached to this form. Dispositions written on this form will not be accepted.

Table with 4 columns: Date of Offense, Name when Charged, Location, Type of Offense

OTHER:

Signature of Applicant

Signature of Requesting Official

THIS FORM MUST BE RETURNED with the requested document(s) or information to: Texas Department of Criminal Justice Human Resources Headquarters 3009 Highway 30 West Huntsville, TX 77340-3561 Fax Number: 936-437-4083
Offender Info: 936-295-6371
Parolee Info: 936-291-2092