

Law Enforcement Academy

Application Checklist

Please check off as you complete for your records

- **Complete PID Assignment (C-1) form and leave the form with UPD** upon receiving the application packet
 - **Complete Authority to Release Information form** and make sure it is **Notarized** prior to taking it with you from UPD upon receiving the application packet (take this form with you)
 - You will need to make copies of this form for use during the physical exam and psychological exam
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- Read and Review the TCOLE Rule 217.1 (included in the application packet)
 - Fingerprints: (instructions included in application packet)
 - Schedule this immediately DATE:_____ / TIME:_____
 - Meningitis Shot Record (information included in application packet)
 - Medical Declaration (L-2) (instructions included in application packet)
 - Psychological Evaluation (L-3) (instructions included in application packet)
 - Complete Personal History Statement (PHS)
 - Immediately Order or Gather any required documents, such as:
 - Social Security Card
 - Original Certified Copy of your Birth Certificate
 - Valid Texas Driver's License
 - High School Diploma, GED Certificate, DD-214 military discharge documents
 - Original ACT/SAT scores [or] College Placement Test for Reading
 - Sealed Original Certified copy of your college transcripts
 - College Diploma
 - Original Certified copy of Naturalization Papers
 - Original copy of proof of Automobile Liability Insurance
 - RESERVE YOUR SEAT IN THE ACADEMY
 - After Fingerprint returns are received by the academy, you will be notified and then have one (1) week to report to the academy and pay either your full tuition \$2500 or the down payment \$1500 to reserve your seat for the class. **CASH [or] CHECK only!**
 - You will also bring your completed and unsigned/un-notarized Personal History Statement; along with any of the required documents from above

If you should need assistance or have questions please contact
Louis Lufkin at Louis.Lufkin@tamuc.edu