



# Honorably Retired Identification Card with State and/or Federal Concealed Handgun Certifications

## **New** Applicants Instructions

**Contact:** Employee Services Division (713) 308-1268  
[RetiredCertifications.AndIDs@HoustonPolice.Org](mailto:RetiredCertifications.AndIDs@HoustonPolice.Org)

### **1. SUBMIT APPLICATION AND AFFIDAVIT TO THE EMPLOYEE SERVICES DIVISION**

New applicants may complete an application and affidavit in person or submit them by mail. The affidavit must be signed and notarized prior to mailing. Please mail documents to:

Houston Police Department Edward A. Thomas Building  
Employee Services Division  
Attn: Retired Certifications & IDs  
1200 Travis, 12<sup>th</sup> Floor  
Houston, TX 77002

### **2. WAIT FOR APPROVAL TO QUALIFY**

Do not qualify until you have been contacted and received authorization from the Retiree Certification Unit. Once a background check has been completed by Employee Services Division and the Chief of Police has approved the application, the application packet will be forwarded to the Retiree Certification Unit (RCU) at the Academy. RCU will contact you to let you know that you are approved to qualify at the HPD qualification range. This process takes approximately 3-4 weeks from the date the Employee Services Division receives your application.

### **3. QUALIFY, EXCHANGE OLD ID FOR NEW ID AND TAKE PHOTO**

Before you leave for the Academy, call (832) 394-8523 to verify qualifications times and to confirm the outdoor range is open. The outdoor range is located on Aldine Westfield Road, 500 ft. north of the Academy's main entrance and offers 6:30 am, 8:00 am and 10:00 am qualification times. Please arrive 20 minutes prior to your qualification time. No shorts or open toed shoes allowed on the range.

After qualifying, report directly to the Retiree Certification Unit office, located next to the outdoor range. The RCU will take a new ID photo and exchange your old ID for your new ID. Business attire is required for all photos, therefore, men should bring a coat and tie and women should bring a conservative shirt or dress for the photo.

If you lost your old ID card, please file a police offense report and complete the Affidavit for Replacement of Lost or Stolen Retired ID Card (must be notarized).

## **Renewal** Instructions

**Contact:** Retiree Certification Unit (832) 394-2500

### **1. MAIL APPLICATION AND AFFIDAVIT TO THE RETIREE CERTIFICATION UNIT**

Complete the application and affidavit four weeks prior to your State/Federal Certifications expiration date. For the affidavit, you will need to sign and have the affidavit notarized prior to mailing **or** mail the affidavit unsigned and without notarization. If you mail the affidavit unsigned without notarization, you will need to sign, in front of a Notary, at the Retiree Certification Unit (RCU) when you pick-up your new ID. Please mail documents to:

Houston Police Academy  
Attn: Retiree Certification Unit  
17000 Aldine Westfield Road  
Houston, TX 77073-5102

### **2. WAIT FOR APPROVAL TO QUALIFY**

Do not qualify until you have been contacted and received authorization from the Retiree Certification Unit. Once the application is received and the background check is completed, you will be contacted by the RCU to let you know that you have been approved to qualify.

### **3. QUALIFY, EXCHANGE EXPIRED ID FOR NEW ID, AND TAKE PHOTO IF NEEDED**

Before you leave for the Academy, call (832) 394-8523 to verify qualifications times and to confirm the outdoor range is open. The outdoor range is located on Aldine Westfield Road, 500 ft. north of the Academy's main entrance and offers 6:30 a.m., 8:00 a.m. and 10:00 a.m. qualification times. Please arrive 20 minutes prior to your qualification time. No shorts or open toed shoes allowed on the range.

After qualifying, report directly to the Retiree Certification Unit office, located next to the outdoor range. The RCU will assist you with a new photo for your ID (if a new one is needed), notarize your affidavit (if it was submitted by mail unsigned) and exchange your expired ID for your new ID. All photos will need to be taken in business attire. Therefore, if a new ID photo is needed, men should bring a coat and tie and women should bring a conservative shirt or dress for the photo. If you lost your old ID card, please file a police offense report and complete the Affidavit for Replacement of Lost or Stolen Retired ID Card (must be notarized).

Identification cards with State/Federal handgun certifications are issued by the RCU - Academy

**Monday through Friday, from 6:30 a.m. - 11:00 a.m. and from 12:00 p.m. - 1:30 p.m.**

# HOUSTON POLICE DEPARTMENT

## APPLICATION FOR HONORABLY RETIRED IDENTIFICATION CARD, STATE CONCEALED HANDGUN CERTIFICATION, FEDERAL CONCEALED HANDGUN CERTIFICATION

NEW       RENEWAL

I am applying for (check all that apply):     Honorably Retired ID Only (no handguns)     State Cert.     Federal Cert.

Application Date: \_\_\_\_\_ Employee #: \_\_\_\_\_  
 Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Last Four Digits of Social Security #: \_\_\_\_\_  
 Rank At Retirement: \_\_\_\_\_ Retirement Date: \_\_\_\_\_  
 Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

### DO NOT WRITE BELOW THIS LINE - FOR INTERNAL PURPOSES ONLY

	Date	Initial
Officer is Honorably Discharged*		
<b>A. Federal Certification Identification Requirements</b>		
1. Officer was employed as a peace officer for at least <u>10 years</u> with one or more agencies - <b>OR- (please initial only one)</b>		
Officer was medically-separated due to a service-connected disability as determined by the agency.**		
2. Before retirement, the officer was authorized by law to engage in or supervise the prevention, detection, investigation or prosecution of, or the incarceration of any person for any violation of law, and had statutory powers of arrest.		
<b>B. State Certification Identification Requirements</b>		
1. Officer honorably retired after not less than a total of <u>15 years</u> of service as a commissioned officer with one or more state or local law enforcement agencies; <b>or</b> , before completing 15 years of service as a commissioned officer, separated from employment and is a qualified retired law enforcement officer, as defined by 18 USC § 926C.		
2. Officer's license as a commissioned officer was not revoked or suspended for any period during the officer's term of service as a commissioned officer.		
3. Officer has no psychological or physical disability that would interfere with the officer's proper handling of a handgun.		

	Date	Initial
Application		
Affidavit		
PPS		
HPOPS		
F5		
3x5		
F6		
Resume		
TCOLE License		
TCOLE Employment		
APC		
Letter to COP		
COP Approved		
Applicant Notified		
Applicant Qualified		
Photo Taken		
ID Printed		
ID Mailed/PU		
Lost or Stolen Affidavit		

\*F-5 must reflect "Honorably Discharged." If the F5 shows a "General Discharge" because an officer retires during a pending internal investigation in which he/she is the target or potential target, the officer may be granted "Honorably Discharged" status if the officer cooperates in the investigation and the investigation results in a Category D cite or less. If this applies, attach a sheet detailing the information.  
 \*\* HPD should confirm with HPOPS whether the individual received a service or non-service-connected disability pension.

### AFFIDAVIT FOR HONORABLY RETIRED IDENTIFICATION CARD, STATE CONCEALED HANDGUN CERTIFICATION, FEDERAL CONCEALED HANDGUN CERTIFICATION

State of Texas, County of \_\_\_\_\_

Before me, the undersigned authority, \_\_\_\_\_ personally appeared who made this Affidavit and, on Oath, states the following:

**Complete this section if you are applying for State/Fed. Handgun Certifications or an Honorably Retired ID.**  
*(please review and write your first and last initial next to each statement that is true)*

- \_\_\_\_\_ I did not retire in lieu of any disciplinary action and I separated in good standing.
- \_\_\_\_\_ I am entitled to receive a pension based on my years of service with the Houston Police Department.
- \_\_\_\_\_ I did not elect to have my pension contributions refunded and will be receiving a monthly pension payment upon retirement.
- \_\_\_\_\_ I have not been arrested, charged, or convicted of a crime since retiring from the Houston Police Department.

**Complete this section if you are applying for State and/or Federal Handgun Certifications.**  
*(please review and write your first and last initial next to each statement that is true)*

- \_\_\_\_\_ I am not currently serving as an elected, appointed, or employed peace officer. If I accept employment as a full-time, part-time or reserve officer in the future, I will immediately return my Honorably Retired identification card containing State/Federal Certifications to the Employee Services Division.
- \_\_\_\_\_ I have no psychological or physical limitations that would interfere with the proper handling of a handgun.
- \_\_\_\_\_ I am capable of exercising sound judgment with respect to the proper use and storage of a handgun.
- \_\_\_\_\_ I understand that I must meet and follow all procedures established by the Houston Police Department in order to obtain the State and/or Federal Handgun Certifications.
- \_\_\_\_\_ I understand that I am solely responsible for reviewing and complying with all local, State and Federal concealed handgun laws.
- \_\_\_\_\_ I am not prohibited under any law from carrying a firearm.
- \_\_\_\_\_ My license as a commissioned officer has never been revoked or suspended.
- \_\_\_\_\_ I have not made any material misrepresentation or failed to disclose any material fact, in my request for certification as an honorably retired police officer.

I have fulfilled all the eligibility requirements listed under state law, Section 1701.357 of the Occupations Code, including:

- \_\_\_\_\_ I have honorably retired after 15 years of service as a commissioned police officer with one or more state or local law enforcement agencies; **or (please initial only one)**
- \_\_\_\_\_ I am a qualified retired law enforcement officer as defined by 18 USC § 926C.

I have fulfilled all the eligibility requirements listed under federal law, 18 USC section 926(c), as defined by the Law Enforcement Officers Safety Act of 2004 and the Law Enforcement Officers Safety Act Improvements Act of 2010, including:

- \_\_\_\_\_ I separated from service in good standing from the Houston Police Department and have either (i) at least 10 years of cumulative service as a commissioned law enforcement officer, or (ii) separated in good standing with a service-connected disability other than mental instability.

\_\_\_\_\_  
Applicant's Signature

SWORN TO and SUBSCRIBED before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Seal)

\_\_\_\_\_  
Notary Public in and for the State of Texas

## Frequently Asked Questions for State & Federal Handgun Certifications

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**Q: What forms should I fill out for the State/Federal handgun certifications and where do I get the forms?**

A: The same forms are used for both new applications and renewals. You will need to complete two pages, (the application and the affidavit).

**Q: Do I have to have the affidavit notarized prior to mailing for the State/Federal handgun certifications form?**

A: For new applicants, please complete the application and have the affidavit signed and notarized prior to mailing. We do not accept affidavits that have not been signed and notarized.

For renewals, please complete the application and the affidavit. For the affidavit, have it signed and notarized before mailing OR mail it without a signature and without notarization and we will have you sign it in front of a Notary when you come to the Academy to pick up the ID.

**Q: Where do I mail the forms for the State/Federal handgun certifications?**

A: For new applications:

Houston Police Department Edward A. Thomas Building  
Employee Services Division  
Attn: Retired Certifications & IDs  
1200 Travis, 12th Floor  
Houston, TX 77002

For renewals:

Houston Police Academy  
Attn: Retiree Certification Unit  
17000 Aldine Westfield  
Houston, TX 77073-5102

**Q: For my State/Federal handgun certifications, do I have to send the forms in before I qualify?**

A: Yes. You should not qualify until you have been notified by the Retiree Certification Unit. Once your application is received and a background check completed, the Retiree Certification Unit will contact you to let you know you are authorized to qualify.

**Q: I can't find my old Retired ID Card, what do I need to do?**

A: You will be required to file a police offense report and complete the Affidavit for Replacement of Lost or Stolen Retired ID Card (must be notarized) along with the HPD application.

**Q: If I want to carry a revolver and a semi-automatic, do I need to qualify with each handgun?**

A: You should qualify with the type of weapon that you would like to carry. For instance, if you qualify with a semi-automatic, your certification will cover all semi-automatics. If you want to carry revolvers and semi-automatics, you should qualify with one semi-automatic and one revolver. You do not need to qualify with multiple weapons of the same type.

**Q: How often do I need to take an ID photo and what should I wear for the photo?**

A: A new photo is required every 5 years or when an updated photograph is necessary. All applicants are required to wear business attire; this includes a coat and tie for men and a conservative shirt or dress for women.

**Q: I retired from HPD but am now working as a commissioned officer for another agency; can I get an Honorably Retired Identification Card, State and/or Federal handgun certifications?**

A: If you are currently employed as a commissioned officer for another agency/company, you are only eligible to receive the Honorably Retired Identification Card. However, you may be eligible for the State and/or Federal once you are no longer employed as a commissioned officer.

**Q: I live out of town; can I qualify at another police department's range?**

A: Yes, once you are approved to qualify by the Retiree Certification Unit you may qualify at an outside range. However, if you are a new applicant we recommend that you qualify at the HPD range since you will have to have your photo taken there. For renewals, in addition to any Sheriff's Department in the State of Texas, retired HPD officers may qualify at the following agencies in Texas: Austin, El Paso, San Antonio, Dallas and Fort Worth. You will need to print and take a copy of the Outside Range Form to the outside range.

**Q: Do these police agencies know that I can qualify at their range?**

A: We currently have a Memorandum of Understanding (MOU), with these agencies. Copies of the MOUs, with signatures from the respective Chiefs, are available for you to review.

**Q: I do not live in Texas, am I eligible for the State and/or Federal Handgun Certifications? What other options do I have?**

A: You must be a permanent resident of Texas to be eligible to receive the State Handgun Certification. However, out-of-state applicants may be eligible to receive an Honorably Retired Identification Card (without handgun certifications) or an Honorably Retired Identification Card with only the Federal Certification. To apply for the Honorably Retired ID or Federal Certification, please visit the Houston Police Department Edward A. Thomas Building, Employee Services Division, 1200 Travis 12<sup>th</sup> Floor, Houston, TX 77002 to complete the application and have a photo taken or submit your application via-mail. If you have additional questions, please contact the Employee Services Division at (713) 308-1268 or [RetiredCertifications.AndIDs@HoustonPolice.Org](mailto:RetiredCertifications.AndIDs@HoustonPolice.Org).

**Note:** Please keep in mind, the Honorably Retired Identification Card expires every five years so applicants will need to complete the paperwork and have a photo taken every 5 years, in person at HPD. The Honorably Retired Identification Card with the Federal Certification expires one year from the qualification date, therefore applicants will need to qualify annually at the HPD qualification range or one of the HPD approved outside ranges (in Texas).

If you are applying for your concealed handgun license in the state in which you reside, you may request a letter from Employee Services Division stating that you meet the Federal guidelines to carry a concealed handgun. To request a letter, please complete and submit the Out of State Application & Affidavit (must be notarized) forms to Employee Services Division.