



## To Apply For a **New** OR to **Renew** the HPD Honorably Retired Identification Card (Without handgun permits)

Total Pages: 4

1. If you are applying for a **new** or to **renew** your HPD Honorably Retired Identification Card (**without handgun permits**), please complete the Houston Police Department Honorably Retired Identification Card Application & Affidavit (**must be notarized**) forms and mail to:

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

2. Employee Services Division will complete a background check and submit the application packet to the Office of the Chief of Police for approval. The process takes approximately 3-4 weeks and you will be contacted once you have been approved.
3. Please keep in mind, the Honorably Retired Identification Card expires every five years, therefore, applicants will need to complete the paperwork and have a photo taken every 5 years, in person at HPD.

Per Department policy, 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.

4. You will also need to bring your expired Honorably Retired Identification Card. If your ID card was lost or stolen, please file a police offense report and complete the Affidavit for Replacement of Lost or Stolen ID Card (must be notarized) along with the HPD application.

If you have additional questions about the HPD Honorably Retired Identification Card, please contact the Employee Services Division at (713) 308-1268 or [RetiredCertifications.AndIDs@HoustonPolice.Org](mailto:RetiredCertifications.AndIDs@HoustonPolice.Org).

# 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		Date	Initial
Officer is Honorably Discharged*			Application		
<b>A. Federal Certification Identification Requirements</b>			Affidavit		
1. Officer was employed as a peace officer for at least <u>10 years</u> with one or more agencies - <b>OR-</b> <u>(please initial only one)</u>			PPS		
Officer was medically-separated due to a service-connected disability as determined by the agency.**			HPOPS		
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.			F5		
<b>B. State Certification Identification Requirements</b>			3x5		
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.			F6		
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.			Resume		
3. Officer has no psychological or physical disability that would interfere with the officer's proper handling of a handgun.			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 HPD Honorably Retired ID Card

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**Q: Do I have to have the affidavit notarized prior to mailing for the HPD Honorably Retired Identification Card form?**

A: For new and renewal 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.

**You may also complete this application in person but you will not receive your new/renewed Retired I.D. card until the background check is complete (3-4 weeks).**

**Q: Where do I mail the forms for the HPD Honorably Retired Identification Card?**

A: For new and renewal applications:

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

**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?**

A: If you are currently employed as a commissioned officer for another agency/company, you are eligible to receive and/or renew the Honorably Retired Identification Card.

**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.