

## Retiree Certification Unit Frequently Asked Questions

Q: How do I get copies of the forms that I need to renew my State or Federal License?

A: All of the forms can be found on the Houston Police Retired Officers Association website at [www.hpdretired.com](http://www.hpdretired.com) or you can contact the Houston Police Academy at (281) 230-2300 and ask that the forms be mailed to you.

Q: Where do I mail the forms?

A: Mail the completed forms to the following:  
Houston Police Academy  
17000 Aldine Westfield  
Houston, TX 77073  
Attn: Retiree Certification Unit

Q: Do I have to have the forms notarized prior to mailing them to the Academy?

A: No. However, if you do not have access to a Notary, please DO NOT sign the forms. Fill out the forms and mail them to the above address without a signature. Once you come to the Academy to qualify and pick up your renewed Identification Card, we will have you sign the form in front of someone that is a Notary.

Q: Is there a need to send the forms in before I qualify?

A: No. However, we are required to conduct a background check and verify that your TCLEOSE license is not suspended. As you know, computers sometimes go down and we may not be able to conduct the requisite searches, requiring additional time to process.

Q: I have heard that Retirees must wear a coat and tie?

A: Correct. All Retirees must wear business attire. For men, this includes coat and tie. For women, this includes business attire or conservative dress. However, this is only once every 5 years or when an updated photograph is required.

Q: I live out of town and want to know if I can qualify at another police department's range. Can I do that?

A: Yes. In addition to any Sheriff's Department in the State of Texas, Retired Houston Police Officers may qualify at the following agencies in Texas: Austin, El Paso, San Antonio, Dallas, and Fort Worth.

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

A: We currently have a Memo of Understanding (MOU) with these agencies. They will be available soon on the Retired Officers Website for you to download and have a copy. These copies have signatures of both Chiefs approving the MOU.

Q: What if the Id Card Printer does not work properly and you can not print my ID card?

A: If the printer fails for some reason, we will mail your renewal Identification Card to you as soon as possible. We will also provide a return envelope so you can return your old Identification Card to the Academy.

Q: What are the hours that I can qualify?

A: The Qualification times are as follows:

Outdoor Range

6:30 AM

8:00 AM

10:00 AM

Indoor Range

9:00 AM

**IMPORTANT:** Please call and verify the qualification times at the Houston Police Department's Academy Range at (281) 230-2470 or (281) 230-4005, prior to arriving at the Academy, to ensure that the range is not closed for maintenance.

Q: What are the times that the Retiree Certification Unit will print Identification Cards?

A: The Retiree Certification Unit will print Identification Cards Monday through Friday, 7:00 AM – 12 Noon. This allows the Unit time to complete all the necessary verifications on other applications that have been received and to complete the appropriate paperwork for approval.

Q: Who do I contact if I have questions?

A: If you have questions, please contact Officer Dennis Johnson or Sergeant Simmons at (281) 230-2300.