Attachment 1

REQUIRED DOCUMENTS

1. **A state issued identification, state issued driver license, US passport, or military ID (Applicants mailing in their required documents may submit a photocopy of this document)**

2. **Certified copy of your official birth certificate.**

3. **Certificate of Naturalization (if applicable)**

4. **Copy of your DD-214: Member 4, Service 2, Service 7, Service 8, and State Director of Veteran's Affairs 6 (if current or prior military).**

5. **Certified copy of your official high school transcript(s) in _sealed_ envelope(s) or GED test results. (*If your school only provides electronic transcripts, they can be sent to sapdcapext@sanantonio.gov*)**

6. **IF you have a GED, provide a certified copy of your college transcript(s) in _sealed_ envelope(s). (*If your school only provides electronic transcripts, they can be sent to sapdcapext@sanantonio.gov*)**

All documents listed on Attachment 1 must be delivered to the Applicant Processing Office, either in person or by mail, within 21 calendar days of submitting the online application. Certified transcripts are the only exception and can be submitted via email.

If you have any questions regarding your required documents, please call (210) 207-7565.