

Verification of Employment or Public Information Request

Mailing Address:
 TDCJ Public Information Request
 P. O. Box 4017
 Huntsville, TX 77342

Email: PIA@tdcj.texas.gov
 Web Site: https://www.tdcj.texas.gov/divisions/ogc/information_act.php
 Hand Delivery: TDCJ – HR Headquarters (drop box in front lobby)
 2 Financial Plaza, Suite #600
 Huntsville, TX 77340

REQUESTOR INFORMATION		
Select one of the following – I am a: <input type="checkbox"/> Current employee – Give completed page to receptionist <input type="checkbox"/> Former employee – Request must be placed in the Public Information box in the lobby		
Print employee name (last, first, MI)	Full SS#:	
	PAYEE ID:	
Mailing address: Street or P.O. Box _____ City, State, and Zip code _____	Unit or Department	
Signature	Contact phone #	Today's date:
Method of Return		
<input type="checkbox"/> Fax to: _____ <input type="checkbox"/> My email address (print clearly) _____ <input type="checkbox"/> My mailing address above <input type="checkbox"/> My HR office <input type="checkbox"/> In person (at HRHQ) <input type="checkbox"/> Address on attached form		
EMPLOYMENT VERIFICATION (VOE)		
<input type="checkbox"/> TIMX screen print <input type="checkbox"/> PAYHIS screen print <input type="checkbox"/> Attached form <input type="checkbox"/> Provide information on TDCJ letterhead, mailed to: _____ <input type="checkbox"/> Basic VOE – dates of employment, job title, gross monthly pay <input type="checkbox"/> Basic VOE + year to date pay <input type="checkbox"/> Basic VOE + year to date pay + past 12 pay periods <input type="checkbox"/> Basic VOE + most recent training records reflecting my handgun proficiency <input type="checkbox"/> Other: _____ _____ _____		
PUBLIC INFORMATION REQUEST (FOR SPECIFIC DOCUMENTS OR INFORMATION)		
<i>Responsive information exceeding 10 pages cannot be faxed, must be mailed or emailed. Responsive information exceeding 50 pages must be mailed. Requests may be subject to change under Texas Gov't Code Sec. 552.261.</i> _____ _____ _____		