

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

TIME SERVED

PEN PACKET DOCUMENT CHECKLIST

05/2026

This checklist shall be used only when a convicted individual has been afforded / accrued sufficient jail credit to qualify as time served or is expected to accrue sufficient credit within the next 30 days to meet the sentencing requirements of the convicting court.

INMATE'S NAME: _____				
(Please Print)	_____	_____	_____	_____
	Last	First	MI	
Sex: _____				
M / F__	SID/DPS Number	FBI Number	CAUSE Number	
Court Number	County Name/ Number	Holding County Name/Number	TRN Number	TRS Number(s)
Additional TRS numbers: _____			Inmate is a Veteran (SB2938) <input type="checkbox"/>	

INMATE TYPE:

Prison

State Jail

REQUIRED DOCUMENTS:

CHECK

1.	Standardized Felony Judgment Form: Official certified copy, including a judge's signature and the inmate's thumbprint.	<input type="checkbox"/>
2.	Criminal history information.	<input type="checkbox"/>
3.	A copy of the indictment or waiver of indictment by information for each offense the defendant is sentenced to the TDCJ.	<input type="checkbox"/>

CERTIFY THAT ALL DOCUMENTS CHECKED ABOVE ARE ATTACHED:

_____	_____	_____
Printed Name of Person Completing Checklist	Title	Contact Information for Person Completing Checklist
_____		_____/_____/_____
Signature of Person Completing Checklist		Date of Completion