



Katie Hobbs, Governor

Martín Quezada, Director

## FELONY DISCLOSURE FORM

#### Instructions

Review the following information and complete and sign the Felony Disclosure Form. If any person named on a license application has been convicted of a felony, or has a pending felony charge, that person **must** complete and sign this form.

Each person with a felony conviction must complete a separate form.

## **Good Character Standard**

Arizona law requires that every person named on a license have good character and reputation. Certain issues regarding good character and reputation can cause a license to be delayed or denied. A felony conviction can indicate a lack of good character and reputation. A.R.S. § 32-1122(C) & A.R.S. § 32-1154(A)(7).

#### **Documentation to Enable Review of Felony Convictions**

Every person with a felony conviction **must** submit the following documents:

- □ A copy of the charging document *(typically called the indictment or complaint)*
- □ A copy of the courts findings or plea agreement
- □ A copy of the presentence report
- □ Documentation of the sentence
- □ Documentation showing completion of the sentence
- Documentation showing satisfaction of restitution (*if applicable*)
- □ A copy of the order restoring civil rights (*if applicable*)

Every person with a felony conviction **may** submit additional documents showing a rehabilitation of character and reputation.

- □ A letter explaining:
  - 1) The circumstances of the felony, and
  - 2) Steps taken to avoid those circumstances in the future
- □ Letters of reference from:
  - 1) Licensed contractors
  - 2) Employers or business associates
  - 3) Any victims affected by the felony
  - 4) Religious or charitable institutions
  - 5) Recovery programs
  - 6) Family, friends, and neighbors
- Documents showing completion of an addiction-recovery or other relevant program; and
- Documents showing personal, professional or educational achievements after the felony conviction.

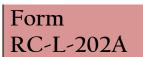
## \*\*\*Do Not Submit These Instructions With Your Application\*\*\*





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FELONY DISCLOSURE FORM

### PART 1: FELONY DISCLOSURE

You must completely and accurately	fill out the following informatio	n.
1. Name as it appears on your government issued ID		2. Date of Birth (MM/DD/YYYY)
List the dates, charges, and court in complete and attach additional Felo		ction. If you need additional space,
Date of Conviction <sup>(MM/DD/YYY)</sup>	Charge	Court Name/State
	<b>-</b>	
List the dates, charges, and court in space, complete and attach addition		ny charge. If you need additional
Trial Date <sup>(MM/DD/YYY)</sup>	Charge	Court Name/State

# PART 2: SIGNATURE

By signing below, I certify that the entire contents of this Felony Disclosure Form, including all supplementary statements and materials attached, are true and correct.			
Print Name	Signature	Date	

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