

PHOENIX OFFICE
3838 N. CENTRAL AVE., STE. 400
PHOENIX, AZ 85012-1946
(602) 542-1525 or AZ TOLL-FREE
1-877-MY AZROC (1-877-692-9762)



TUCSON OFFICE
400 W. CONGRESS, STE. 212
TUCSON, AZ 85701-1311
(520) 628-6345

ARIZONA REGISTRAR of CONTRACTORS

Janet Napolitano, Governor

Fidelis V. Garcia, Director

INSTRUCTIONS FOR FILING CRIMINAL RECORD DISCLOSURE FORMS

The application for a contractor license requires that all felony convictions be disclosed prior to a license being issued by this agency.

Please use only **black ink** when filling out the forms. Please complete the form including your address and all telephone number(s) where you may be contacted. **You must include a copy of your driver's license.** List the date of each arrest and/or the date of conviction. List the state and county, if possible, where each arrest took place, and most important, the jurisdiction of the court (County, State, U.S. Federal Court), and the location of the court.

Sign the **Authorization to Release Criminal Records** form and have it notarized. Obtain **two** fingerprint cards from this agency and complete the requested information. When filling out your print cards, enter your pertinent physical information. Ensure that the person fingerprinting you signs and dates both fingerprint cards. **You** must also sign the cards.

Upon submitting the forms and fingerprint cards to the R.O.C., include a cashier's check or money order in the amount of \$24.00 dollars, made payable to the Registrar of Contractors which is the processing fee that has been set by the Arizona Department of Public Safety as per A.R.S. §41-1750 (J). This fee must be included with your documents even if you have been charged by another agency that takes your fingerprints.

Should you have any questions and live in Maricopa County, please call (602) 542-1525, outside of Maricopa County in Arizona, please call 1-877-MY AZROC (1-877-692-9762).

WHEN YOU APPLY FOR A CONTRACTORS LICENSE YOU ARE REQUIRED TO SUBMIT CERTIFIED COURT DOCUMENTS FOR EACH FELONY CONVICTION INDICATING THE TYPE OF CONVICTION, CONVICTION DATE AND SENTENCE IMPOSED INCLUDING THE DATE OF ABSOLUTE DISCHARGE.

**PLEASE BE ADVISED THAT FAILURE TO PROVIDE THE REQUESTED DOCUMENTS
MAY RESULT IN THE REJECTION OF YOUR APPLICATION**

FINGERPRINT INFORMATION

DATE RECEIVED: _____ METHOD RECEIVED: _____ FI # _____
Office Use Only

NAME: _____
LAST FIRST MIDDLE

U.S. CITIZEN: YES / NO PLACE OF BIRTH _____ D.O.B. _____

SOCIAL SECURITY NO: _____ SEX: MALE FEMALE

DRIVER'S LICENSE NO: _____ RACE: W - B - H - Other

HEIGHT: _____ feet _____ inches WEIGHT: _____ lbs. EYES: _____ HAIR: _____

HOME ADDRESS: _____

HOME PHONE: _____ - CELL/ BUSINESS PHONE: _____



****FOR OFFICE USE ONLY****

PRINTED BY: _____ R.O.C. _____ OTHER _____

INVESTIGATOR: _____

SUBMITTED TO DPS: _____ RETURNED FROM DPS: _____

COURT DOCUMENTS ORDERED: _____ COURT DOCUMENTS RETURNED: _____

FBI RECORD RETURNED: _____ COURT PHONE # _____

FBI DISCLOSURE AGREES WITH COURT RECORDS: (YES) (NO) -- NO RECORD FOUND

FELONY CONVICTIONS: VIOLENT CRIME _____ NARCOTICS _____ OTHER _____

LICENSE OBTAINED: YES/NO DATE _____ , LIC # _____ , PENDING LIC # _____



DATE SUBMITTED TO CHIEF OF INVESTIGATIONS FOR REVIEW OF FILE:

FILE REVIEWED ON _____ BY _____ RECOMMENDATION _____



DATE SUBMITTED TO LICENSING FOR REVIEW: _____

RECOMMEND : APPROVAL DENIAL

DATE REVIEWED & INITIALS: _____



CHIEF APPROVAL FOR A SPECIAL INVESTIGATION : YES NO

DATE FELONY INVESTIGATION CLOSED: _____ INITIALS: _____

CRIMINAL RECORDS DISCLOSURE FORM

NAME: _____

ADDRESS: _____

PHONE NUMBER: HOME _____ WORK _____ CELL _____ OTHER _____

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Please read the following carefully.

Have you ever been convicted of a felony? The fact that you entered into a plea bargain and pled "no contest", or that your conviction has now been vacated, pardoned, expunged, dismissed, appealed or reduced to a misdemeanor, or that you now have your Civil Right restored does not mean you can answer the question "no." Answer "yes" if you have had a felony conviction.

YES _____ NO _____

Have you ever been convicted of any crime, which requires you to **REGISTER AS A SEX OFFENDER**?

YES _____ NO _____

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Please list all felony convictions, starting with the most recent. Use additional sheets if necessary. A conviction will not automatically prevent you from obtaining a contractor's license, but failure to disclose a conviction can result in a license denial or revocation of the license after issuance. You may also be subject of a criminal investigation and prosecution should you falsify a license application.
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1. What were you originally arrested for? (List all charges that were from the same arrest incident.)

(A). Arrest #1 and date: _____

Give a brief summary of the circumstances of the arrest.

(B). What were you convicted of? _____

(C). Check the Jurisdiction and the County of the court where the conviction took place.

Superior Court in Arizona _____ U. S. Federal Court in Arizona _____ County _____

Circle the appropriate court: Superior, District, or Circuit Court; in what state? _____

Name, address and county of the sentencing court for this conviction. _____

(D). What sentence did you receive on the above charge? Prison Term

Jail Term _____, or Probation Time _____

(E). Date released from, or date you will be released from, probation or parole. _____

2. What were you originally arrested for? (List all charges that were from the same arrest incident.)

(A). Arrest #2 and date: _____

Give a brief summary of the circumstances of the arrest. _____

(B). What were you convicted of? _____

(C). Check the Jurisdiction and the County of the court where the conviction took place.

Superior Court in Arizona _____ U.S. Federal Court in Arizona _____ County _____

Circle the appropriate court: Superior, District, or Circuit Court; in what state? _____

Name, address and county of sentencing court for this conviction. _____

(D). What sentence did you receive on the above charge? Prison Term _____

Jail Term _____, or Probation Time _____

(E). Date released from/or date you will be released from probation or parole _____

3. Please list any other felony convictions, with all information as required above.

4. Have you ever held, or been a part of any contractor's license in Arizona? Yes _____ No _____

If yes, please list the license number and business name, if applicable. _____

5. Check if you are currently on Probation _____ Parole _____ Registered Sex Offender _____

Date released from, or date you will be released from, probation or parole. _____

SIGNATURE

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AUTHORIZATION TO RELEASE CRIMINAL RECORDS

I, _____, hereby authorize
First Middle (no initials) Last

the Registrar of Contractors, or his agent, to examine or receive a copy of any record maintained by the UNITED STATES ARMED FORCES, any GOVERNMENTAL BODY, LAW ENFORCEMENT AGENCY, UNIVERSITY, COLLEGE OR BOARD OF EDUCATION of any STATE, or any BANK or CREDIT AGENCY relating to me, in the same manner and to the same extent as if I personally applied for the same, and I hereby authorize such records to be disclosed or furnished with any request made on behalf of the Registrar of Contractors or his agent.

Date of birth: _____
Month Day Year

Place of birth: _____
City State

Social Security Number: _____

Signature _____

STATE OF _____)

) ss

COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, 20_____.

NOTARY PUBLIC

My commission expires _____