



## ARIZONA REGISTRAR of CONTRACTORS

*Janice K. Brewer, Governor*

*William A. Mundell, Director*

### INSTRUCTIONS FOR SUBMITTING CRIMINAL HISTORY INFORMATION

If you have a criminal history record you must fully complete the following forms:

- **FINGERPRINT INFORMATION FORM**
- **CRIMINAL RECORDS DISCLOSURE FORM**
- **AUTHORIZATION TO RELEASE CRIMINAL AND OTHER RECORDS FORM**

The completed forms must be submitted to the Registrar at the same time. Please use only **black ink** when filling out the forms.

#### FINGERPRINT INFORMATION FORM

Obtain **two** fingerprint cards from the Registrar and complete the requested information. When filling out your fingerprint cards, enter your pertinent physical information. Ensure that the person fingerprinting you signs and dates both fingerprint cards. You must also sign the fingerprint cards.

Upon submitting the Fingerprint Information Form and fingerprint cards to the Registrar, include a cashier's check or money order payable to the Registrar in the amount of \$22.00 dollars. This amount is the processing fee that has been set by the Arizona Department of Public Safety (DPS) 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. You must also include a copy of your driver's license.

#### CRIMINAL RECORDS DISCLOSURE FORM

In addition to filling out the Criminal Records Disclosure Form, you are required to submit the following court documents for each felony or misdemeanor conviction.

1. Indictment, Information or Charging Document;
2. Pre-Sentence Report;
3. Plea Agreement, if any;
4. Sentencing Minute Entries or Orders, i.e., Conviction Information;
5. Minute Entries or Orders of any Probation Violations;
6. Minute Entries or Orders of any Discharge or Termination of Probation;
7. Minute Entries or Orders Restoring Civil Rights or Vacating a Conviction;
8. If a Misdemeanor, a Copy of the Police Report.

Include your address and all telephone number(s) where you may be contacted.

#### AUTHORIZATION TO RELEASE CRIMINAL AND OTHER RECORDS FORM

You must sign and have notarized the Authorization to Release Criminal and Other Records Form.

**NOTE:** *It may take up to 1 month to receive your criminal history from DPS. The review of your criminal history will **NOT** commence until all of the above documents and forms have been submitted. If you have submitted a formal License Application, failure to provide the documents requested above shall result in the rejection of your application. Submitting the **CRIMINAL RECORDS DISCLOSURE FORM** is not the same as submitting a formal application.*

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).



**CRIMINAL RECORDS DISCLOSURE FORM**

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

DATE RECEIVED: \_\_\_\_\_ METHOD RECEIVED \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: HOME \_\_\_\_\_ WORK \_\_\_\_\_ CELL \_\_\_\_\_ OTHER \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

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**Please read the following carefully.**

1. Have you ever been convicted of a crime, either a felony or a misdemeanor? The fact that you entered into a plea bargain or 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 rights restored does not mean you can answer the question "no." Answer "yes" if you have had a felony or misdemeanor conviction.

YES \_\_\_\_\_ NO \_\_\_\_\_

2. Have you ever been convicted of any crime either a felony or misdemeanor, which requires you to **REGISTER AS A SEX OFFENDER?**

YES \_\_\_\_\_ NO \_\_\_\_\_

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Please list all Criminal Incidents (i.e criminal convictions, both felonies and misdemeanors), starting with the most recent. Use additional **CRIMINAL RECORDS DISCLOSURE FORMS** if necessary. A conviction will not automatically prevent you from obtaining a contractor's license, but failure to disclose a conviction may be used as a basis to deny a license or revoke a license after issuance. You may also be subject to a criminal investigation and prosecution should you falsify information on a license application.  
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**1. Criminal Incident #1**

a. What offenses were you charged with as a result of this incident?

\_\_\_\_\_

b. Give a brief summary of the charges.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. What offense(s) were you convicted of (list all convictions arising from this incident).

\_\_\_\_\_

d. Date of conviction(s).

\_\_\_\_\_

e. Date of Sentencing.

\_\_\_\_\_

f. Name and address of the court where the above conviction(s) and sentencing took place.

\_\_\_\_\_

g. What sentence did you receive for the above conviction(s)?

i. Prison Term: \_\_\_\_\_ Jail Term: \_\_\_\_\_ Probation Time: \_\_\_\_\_

ii. Restitution Amount: \$ \_\_\_\_\_ Has restitution been paid in full? Yes \_\_\_ No \_\_\_

iii. Fine: \$ \_\_\_\_\_ Has fine been paid in full? Yes \_\_\_ No \_\_\_

h. Date released from prison or jail: \_\_\_\_\_ Date released from parole or probation: \_\_\_\_\_

**2. Criminal Incident #2**

a. What offenses were you charged with as a result of this incident?

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b. Give a brief summary of the charges.

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c. What offense(s) were you convicted of (list all convictions arising from this incident).

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d. Date of conviction(s).

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e. Date of Sentencing.

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f. Name and address of the court where the above conviction(s) and sentencing took place.

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g. What sentence did you receive for the above conviction(s)?

i. Prison Term: \_\_\_\_\_ Jail Term: \_\_\_\_\_ Probation Time: \_\_\_\_\_

ii. Restitution Amount: \$ \_\_\_\_\_ Has restitution been paid in full? Yes \_\_\_ No \_\_\_

iii. Fine: \$ \_\_\_\_\_ Has fine been paid in full? Yes \_\_\_ No \_\_\_

h. Date released from prison or jail: \_\_\_\_\_ Date released from parole or probation: \_\_\_\_\_

**3. Criminal Incident #3**

a. What offenses were you charged with as a result of this incident?

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b. Give a brief summary of the charges.

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c. What offense(s) were you convicted of (list all convictions arising from this incident).

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d. Date of conviction(s).

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e. Date of Sentencing.

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f. Name and address of the court where the above conviction(s) and sentencing took place.

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g. What sentence did you receive for the above conviction(s)?

i. Prison Term: \_\_\_\_\_ Jail Term: \_\_\_\_\_ Probation Time: \_\_\_\_\_

ii. Restitution Amount: \$ \_\_\_\_\_ Has restitution been paid in full? Yes \_\_\_ No \_\_\_

iii. Fine: \$ \_\_\_\_\_ Has fine been paid in full? Yes \_\_\_ No \_\_\_

h. Date released from prison or jail: \_\_\_\_\_ Date released from parole or probation: \_\_\_\_\_

*If you have more than three criminal record incidents please use additional criminal records disclosure forms.*

**SIGNATURE**

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**DATE**

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