



ARIZONA REGISTRAR OF CONTRACTORS



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*****

1700 W. Washington Street, Suite 105 ● Phoenix AZ 85007-2812
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**Form
RC-L-202A**

FELONY DISCLOSURE FORM

PART 1: FELONY DISCLOSURE

You must completely and accurately fill out the following information.

| | |
|--|-------------------------------|
| 1. Name as it appears on your government issued ID | 2. Date of Birth (MM/DD/YYYY) |
|--|-------------------------------|

FELONY CONVICTIONS

List the dates, charges, and court information for each felony conviction. If you need additional space, complete and attach additional Felony Disclosure pages.

| Date of Conviction ^(MM/DD/YYYY) | Charge | Court Name/State |
|--|--------|------------------|
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PENDING FELONY CHARGES

List the dates, charges, and court information for each pending felony charge. If you need additional space, complete and attach additional Felony Disclosure pages.

| Trial Date ^(MM/DD/YYYY) | Charge | Court Name/State |
|------------------------------------|--------|------------------|
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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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