

## CRIMINAL CONVICTION REPORTING FORM

This form is to be used by **applicants** in conjunction with your DPOR license, certification, or registration application. The information requested is in regards to your affirmative response(s) to the question regarding felony/misdemeanor conviction in any jurisdiction and should be included with your application package.

If you did not report any criminal conviction(s) on your application or do not have any new criminal conviction(s) to report, this form is **not** required.

This form may also be used by **existing DPOR license** holders to report any new criminal conviction(s).

This form is to be submitted directly to DPOR/Board Section at the address provided above.

### APPLICANT/LICENSEE

➤ Individual/Business Name:  New Applicant or  Existing Licensee

Individual Legal Name (As it appears on your government issued ID or other legal documentation.)

\_\_\_\_\_ Last (required) \_\_\_\_\_ First (required) \_\_\_\_\_ Middle \_\_\_\_\_ Generation

Business/Sole Proprietor Name \_\_\_\_\_

➤ Profession: \_\_\_\_\_

➤ Virginia License Number (if applicable)

➤ Provide the last 4 digits of your identification numbers\* :

Business FEIN  Social Security Number or  Virginia DMV Control Number:

\* Use the same identification number as used on file with DPOR from previous applications.

### CRIMINAL CONVICTION(S)

**Applicants** - if you answered "yes" on your license, certification or registration application for ever been convicted in any jurisdiction of a **felony/misdemeanor**, *complete the following table and submit the required attachment for each conviction.*\*

**DPOR Licensee Holders** - if you are reporting a **NEW felony/misdemeanor** conviction in any jurisdiction, *complete the following table and submit the required attachment for each conviction.*\*

- **"Convicted" includes:**
- Any local, county, state or federal misdemeanor and felony convictions (including moving traffic violations), and all military and foreign convictions.
  - Guilty verdict by judge or jury, a plea of guilty, or a plea of nolo contendere (or "no contest").
  - Convictions as a minor (under 18 years of age) *if tried as an adult.*
- **Exceptions to "Convicted": DO NOT DISCLOSE**
- Any violations adjudicated as a minor in the juvenile court system.
  - Convictions pardoned, set aside, reversed, expunged, pending disposition, adjudication withheld, deferred judgment or otherwise rendered inoperative.

State/Jurisdiction	Conviction	Type of Conviction	Date of Conviction	Disposition (probation, parole, fine, sentence, etc.)	Status (check all those that apply)
		<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor			<input type="checkbox"/> Incarcerated <input type="checkbox"/> On Probation <input type="checkbox"/> On Parole

State/Jurisdiction	Conviction	Type of Conviction	Date of Conviction	Disposition (probation, parole, fine, sentence, etc.)	Status (check all those that apply)
		<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor			<input type="checkbox"/> Incarcerated <input type="checkbox"/> On Probation <input type="checkbox"/> On Parole
		<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor			<input type="checkbox"/> Incarcerated <input type="checkbox"/> On Probation <input type="checkbox"/> On Parole

❖ ***Required Attachment:***

Provide one of the following; 1.) a state criminal history record, 2.) a national criminal history, or 3.) a certified copy of the final order, decree or case decisions by a court or regulatory agency with lawful authority to issue such order, decree or case decisions.

- Virginia residents may request an original criminal history record by contacting the Virginia State police at [www.vsp.virginia.gov](http://www.vsp.virginia.gov) or by phone at 804-674-6718.
- Applicants with convictions from other jurisdictions (other than Virginia) must provide an original official criminal history record from each state/jurisdiction in which they have been convicted.
- *Certified copies of court records* may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

**SIGNATURE**

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*I, the undersigned, certify that the foregoing statements and answers are true, and that I have not suppressed any information that might affect the Board's decision to consider the new criminal conviction(s) reported or to approve my pending application.*

Signature \_\_\_\_\_ Date \_\_\_\_\_