



# ARIZONA REGISTRAR OF CONTRACTORS



Douglas A. Ducey, Governor

Jeff Fleetham, Director

## Form RC-L-100

## PETITION FOR REVIEW OF CRIMINAL RECORD

### Instructions

Complete this form to request the Registrar review a Petitioner's criminal record **prior** to applying for an Arizona contractor's license. Under A.R.S. § 41-1093.04 the Registrar will review the Petition and make a determination within 90 days whether the Petitioner's criminal record disqualifies a Petitioner from licensure.

### WARNING:

You must disclose **all** criminal convictions, including those that have been set aside or expunged, and all pending criminal charges. All applicants must undergo a background check when they apply for a license, regardless of whether a Petition for Review of Criminal Record was submitted. Failure to disclose all criminal convictions or pending charges may change the Registrar's determination on a submitted Petition and may result in the subsequent denial of a license application.

### Required Documents

Failure to submit required documents will not enable the Registrar to perform a review of the Petition, and the Petition will be rejected as incomplete. The Petitioner **must** submit the following documents for **each** and **every** conviction in Petitioner's criminal record:

- A copy of the charging document (*typically called the indictment or complaint*);
- A copy of the court's findings or plea agreement;
- A copy of the presentence report;
- Documentation of the sentence received;
- Documentation showing the sentence was served or completed;
- Documentation showing satisfaction of restitution (*if applicable*); and
- A copy of the order restoring civil rights or setting aside a conviction (*if applicable*).

### Additional Documents

The Petitioner **may** submit the the following additional documents:

- A letter explaining:
  - (1) The circumstances of the conviction; and
  - (2) Steps taken to avoid those circumstances in the future.
- Letters of reference from the business community, personal community, employers, and/or victims of criminal acts.
- Documents showing completion of an addiction/recovery or other relevant program; and
- Documents showing a personal, professional, or educational achievement after the conviction.

### Submitting the Petition

The Petitioner may submit a Petition for Review of Criminal Record through one of the following methods:

Mail this Petition to:

Registrar of Contractors  
P.O. Box 6748  
Phoenix, AZ 850 0 5-6748

Deliver this Petition to:

Registrar of Contractors  
1700 W. Washington St., Suite 10 5  
Phoenix, AZ 850 0 7

Email this Petition to:

[Legalnewmail@roc.az.gov](mailto:Legalnewmail@roc.az.gov)

1700 W. Washington Street, Suite 105 • Phoenix AZ 85007-2812  
602.542.1525 • Within AZ 877.692.9762 • Fax 602.542.1599 • [www.roc.az.gov](http://www.roc.az.gov)



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**Form  
RC-L-100**

## PETITION FOR REVIEW OF CRIMINAL RECORD

FOR INTERNAL USE ONLY

PETITION #: \_\_\_\_\_

### Part 1: Petitioner Information

*The Petitioner must completely and accurately fill out the following information. Failure to completely fill out this form will result in the Registrar's rejection of the Petition.*

- Under A.R.S. § 41-1093.04, a Petitioner has the right to request the Registrar determine whether the Petitioner's criminal record disqualifies the Petitioner from obtaining a license.
- **Note:** The Petition process does not address:
  - Additional application screening requirements for good character and reputation;
  - Other license requirements under A.R.S. § 32-1122(B)(1); or
  - Statutory qualifications required under A.R.S. §§ 32-1122(D) and (E).

1. Name as it appears on your government-issued ID		2. Date of Birth (MM/DD/YYYY)	
3. Driver's License or Government ID No.		4. Social Security Number	
5. Address	City	State	Zip Code
6. Phone Number		7. Email Address	

8. Comments:

Consent	Enter Email / Telephone
9. I consent to receive notifications from the Registrar by email at the following email address.....	
10. I consent to receive notifications from the Registrar by text messaging at the following telephone number.....	

1700 W. Washington Street, Suite 105 • Phoenix AZ 85007-2812  
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## Part 2: Criminal Record Disclosure

### Criminal Convictions

The Petitioner must disclose and submit their entire criminal record. See A.R.S. § 41-1093.04(B)(1). List the case numbers, charges, and court information for each conviction, whether a felony or misdemeanor. If you need additional space, complete and attach additional pages. **Note: Attach supporting documents for each conviction. See Page 1 of this Petition for Review of Criminal Record.**

Case Number	Charge(s)	Court Name, County, & State

### Pending Criminal Charges

List the dates, charges, and court information for each pending criminal charge, whether a felony or misdemeanor. If you need additional space, complete and attach additional pages. **Note: Attach supporting documents for each pending charge.**

Trial Date (MM/DD/YYYY)	Charge(s)	Court Name, County, & State

## Part 3: Signature

By signing below, the Petitioner certifies that the entire contents of this Petition for Review of Criminal Record, including all supplementary statements and materials attached, are true and correct. It is a violation of A.R.S. § 32-1154(A)(5) to make a misrepresentation of a material fact in obtaining a license.

### Petitioner

The person listed in Part 1: Petitioner of this Petition for Review of Criminal Record must sign below.

\_\_\_\_\_   
 Print Name

\_\_\_\_\_   
 Signature

\_\_\_\_\_   
 Date

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