



# ARIZONA REGISTRAR OF CONTRACTORS



*Douglas A. Ducey, Governor*

*Jeff Fleetham, Director*

## UNLICENSED ACTIVITY DISCLOSURE FORM

### Instructions

Review the following information and complete and sign the Unlicensed Activity Disclosure Form. If any person named on a license application was issued a civil citation or convicted for contracting without a license, that person **must** complete and sign this form.

The Registrar requires that each person cited or convicted for contracting without a license complete a separate form.

Each person must complete and sign this form for every instance where they were charged or convicted for contracting without a license.

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### 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. Being named on a contractor's license that was suspended or revoked can indicate a lack of good character. A.R.S. § 32-1122(C).

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### Evidence of Remedial Measures

To avoid delay or denial, every person previously charged or convicted for contracting without a license should submit documents showing that remedial measures have been taken. A.R.S. § 32-1166.07.

Examples of those documents include:

- Evidence of payment to remedy all loss or damage to the public; or
- Evidence of any remedial measures taken.

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**\*\*\*DO NOT SUBMIT THESE INSTRUCTIONS WITH YOUR APPLICATION\*\*\***



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## Form RC-L-202C

## UNLICENSED ACTIVITY DISCLOSURE FORM

### PART 1: UNLICENSED ACTIVITY INFORMATION

*To avoid **delay** or **denial** of the License Application, you must completely fill out the following information for each instance where you were charged or convicted for contracting without a license. If you need additional space, complete and attach additional Unlicensed Activity Information pages.*

1. Name as it appears on your government-issued ID		2. Date of Birth (MM/DD/YYYY)
3. Case number (if known)	4. Type of discipline imposed (e.g. fine amount)	5. State where unlicensed activity occurred
6. Description of the unlicensed activity		
7. Description of actions taken to remedy the situation (if any)		

### PART 2: SIGNATURE

**By signing below, I certify that the entire contents of this Unlicensed Activity Disclosure Form, including all supplementary statements and materials attached, are true and correct.**

_____	_____	_____
Print Name	Signature	Date

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