



ARIZONA REGISTRAR OF CONTRACTORS



Katie Hobbs, Governor

Martin Quezada, Director

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
602.542.1525 ● Toll Free 877.692.9762 ● roc.az.gov



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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)
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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

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

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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