



# Registrar of Contractors

---

Substantive Policy Statement: 100

First Issued: 05/6/2013

Last Revised: 06/17/2013

## Licensing Background Checks

*This substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona administrative procedure act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under section 41-1033, Arizona Revised Statutes, for a review of the statement.*

### Applicable Law(s):

- A.R.S. § 32-1122(D)
- A.R.S. § 32-1122(H)
- A.R.S. § 32-1154(A)(8)

### Substantive Policy Statement:

A.R.S. § 32-1122 authorizes the ROC to check criminal records of applicants and licensees. Although the ROC checks criminal backgrounds, it is important to note that not all criminal convictions will cause an application or renewal to be denied. Criminal convictions are reviewed to determine if the crime is substantially related to the duties, qualifications, and/or functions of a contractor.

The ROC also reviews and considers evidence of rehabilitation. Rehabilitation can be shown by counseling, gainful employment, passage of time without repeat violations, or completion of an appropriate rehabilitation program, etc. Applicants who still are on probation after a conviction, particularly a felony conviction, may experience more difficulty in demonstrating rehabilitation, due, in part, to the limited amount of time that has elapsed since the conviction.

A conviction of the following felonies or misdemeanors, including lesser included offenses, may result in the denial of a new license or renewal of an existing license. This list is not all encompassing, but is provided as a guide for applicants and licensees.

- Theft
- Theft by extortion
- Embezzlement
- Burglary
- Robbery or armed robbery
- Assault
- Shoplifting
- Fraud
- Forgery
- Forgery of a credit card
- Criminal possession of a forgery device
- Theft of a credit card
- Fraudulent use of a credit card
- False statement of identity to obtain a credit card
- Credit card transaction record theft



# Registrar of Contractors

---

- Obtaining a signature by deception
- Criminal impersonation
- Criminal trespass
- Kidnapping
- Homicide, including first or second degree murder and negligent homicide
- Sexual assault
- Sexual abuse of a vulnerable adult
- Abuse of a vulnerable adult
- Molestation of a vulnerable adult
- Sex trafficking
- Enticement of persons for purposes of prostitution
- Procuring or placing persons in a house of prostitution
- Causing one's spouse to become a prostitute
- Transporting persons for the purpose of prostitution
- Molestation of a child
- Sexual exploitation of a minor
- Sexual conduct with a minor
- Any offense involving the exploitation of a minor
- Taking a child for the purpose of prostitution
- Luring a minor for sexual exploitation
- Misdemeanor public sexual indecency
- Any person required to register as a sex offender
- Unlawful sale or purchase or purchase of children
- Child abuse
- Distribution, manufacture or sale of marijuana, dangerous drugs or narcotic drugs