

## 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 regard 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 one of the following identification number\*:

Business - Federal Employee Identification Number (EIN):   -

Individual - Social Security *or*  Virginia DMV Control Number:

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

### CRIMINAL CONVICTIONS

What type of conviction should be reported to the Board?

- **A "Conviction" includes:**
- Any local, county, state or federal misdemeanor and felony conviction (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").
  - A Conviction as a minor (under 18 years of age) **if tried as an adult.**
- **The following should NOT be reported:**
- A Conviction pardoned, dismissed, set aside, reversed, expunged, pending disposition, adjudication withheld, deferred judgment or otherwise rendered inoperative.
  - Any violations adjudicated as a minor in the juvenile court system.

Complete the following table for each conviction and provide a **state or a national criminal history report** for each entry:

State/Jurisdiction	Conviction	Type of Conviction	Date of Conviction	Disposition (probation, parole, fine, sentence, etc.)	Status (check <u>all</u> 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

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**State/National Criminal History:**

- **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 a conviction from other jurisdictions (other than Virginia) must provide an original official criminal history record from each state/jurisdiction in which they have been convicted.
- A national background check can be requested through the FBI at the following address: [www.fbi.gov/services/cjis/identity-history-summary-checks](http://www.fbi.gov/services/cjis/identity-history-summary-checks).

➤ During this process, the regulatory board or the department may request additional information from the individual or business if needed. Certified copies 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 are not required at this time unless specifically requested.

**SIGNATURE**

*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 \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_  
(Businesses Only)

➤ **IF** the applicant/licensee is affiliated with the **Real Estate Board**, a **Broker's signature is required:**

\_\_\_\_\_  
Broker Signature