

DISCLOSURE DOCUMENT CHECKLIST

Use this checklist when answering "YES" to one or more questions on the Disciplinary Action Disclosure Form.

All disclosure submissions must be accompanied by a copy of the front and back of your current Fingerprint Clearance Card from the Arizona Department of Public Safety. If you do not have a Fingerprint Clearance Card, or your Fingerprint Clearance Card is currently suspended, you will be required to obtain a Valid FCC through AZDPS. You may contact AZDPS through their website at azdps.gov for current processing information. [A.R.S. §32-2108.01\(C\)](#)

All disclosures may be submitted online through the [Message Center](#).

DISCLOSURE TYPES

Civil Action [A.R.S. §32-2108\(C\)\(3\)](#)

Civil actions may include an order, judgment, or adverse decision involving fraud or dishonest conduct of any business in or involving a transaction in real estate, cemetery property, timeshare intervals, or membership campgrounds.

If you have had an order, judgment, or adverse decision as described above, you must include the following **CERTIFIED** documents as they apply, from the Court:

- Statement written by applicant explaining detail of action or claim, judgment and judgment date, court name and location, and classes and total monetary damages awarded and paid to date.
- Complaint and/or Amended Complaint.
- Judgment.
- Satisfaction of Judgment.
- If the record has been purged, destroyed, or is no longer available, attach an official statement/letter from the Court or agency stating the reason the document is no longer available.

Criminal Conviction [A.R.S. §32-2108\(C\)\(3\)](#)

Criminal Convictions include a conviction for any and all misdemeanor, felony, or deferral of a judgment or sentencing for a misdemeanor or felony offense.

If you have had a criminal conviction, deferral of a judgment, or sentencing for a misdemeanor or felony offense, you must include the following **CERTIFIED** documents as they apply from the Court

- Statement written by applicant explaining detail and circumstances of action or claim, judgment and judgment date, court name and location, and classes and total monetary damages awarded and paid to date.
- Judgment/Sentencing document or deferral document and plea agreement.
- Order of Dismissal from Probation (Felonies).
- Order expunging, dismissing, setting aside, pardoning, sealing, or vacating a conviction and restoring civil rights.
- Any Certificates of Second Chance received from the Court.
- If the record has been purged, destroyed, or is no longer available, attach an official statement/letter from the Court or agency stating the reason the document is no longer available.

Note: ADRE is prohibited from issuing a license to an individual who was convicted of a felony and remains on probation, parole, under community supervision, or incarcerated as a result of that conviction. [A.R.S. §32-2124\(M\)](#).

DISCLOSURE TYPES

Disciplinary Action [§32-2108\(C\)\(3\)](#)

Disciplinary actions may include a restriction, suspension, revocation, or civil penalty imposed under the license; and/or denial of a: professional license, occupational license, registration currently or previously held; order, judgment or decree permanently or temporarily enjoining from engaging or continuing any conduct or practice in connection with the sale or purchase of: real estate, cemetery, timeshare, membership camping; securities; involving: consumer fraud; violation of racketeering laws; payment from a recovery fund; or payment from a fund of last resort.

If you have had any disciplinary action as described above, you must include the following **CERTIFIED** documents as they apply:

- Statement written by applicant explaining detail of action or claim, judgment and judgment date, court name and location, and classes and total monetary damages awarded and paid to date.
- Final Administrative Order.
- Consent or Settlement Agreement.
- License history from any agency where professional license is/was held involving any action on the licensee.
- Documents that show detail of a case.

Notice to Applicant Pursuant to A.R.S. § 41-1030

An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

This section may be enforced in a private civil action and relief may be awarded against the State. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section.

A State employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the Agency's adopted personnel policy.

This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02

Notice to Applicant Pursuant to A.R.S. § 41-1093

An agency shall limit all occupational regulations to regulations that are demonstrated to be necessary to specifically fulfill a public health, safety or welfare concern. Pursuant to sections 41-1093.02 and 41-1093.03. Arizona Revised statutes, you have the right to petition this agency to repeal or modify the occupational regulation or bring an action in a court of general jurisdiction to challenge the occupational regulation and to ensure compliance with section 41-1093.01, Arizona Revised Statutes.

Notice to Applicant Pursuant to A.R.S. § 41-1093.08

Pursuant to Arizona Revised Statutes, Title 41, Chapter 6, Article 11, an applicant, licensee, registrant or certificate holder may petition the Office of Administrative Hearings to request a review of a denial, suspension or revocation of a license, registration or certificate for a prior criminal offense.