



DEAR APPLICANT:

Having a prior criminal conviction is not an automatic disqualification of your application. The Department will review your criminal history to determine your suitability for a license, permit, certificate or registration based on your prior criminal conviction(s). The Department will consider the following factors based on Connecticut General Statutes Section 46a-80(c):

- (1) The nature of the crime and its relationship to the job for which the person has applied;
- (2) Information pertaining to the degree of rehabilitation of the convicted person; and
- (3) The time elapsed since the conviction or release.

Please complete this worksheet and provide all requested documents. Failure to complete the form and provide the requested documents may result in the rejection of your application.

CRIMINAL CONVICTION REVIEW WORKSHEET

Please Print Clearly

Name:	Date of Birth:
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Information about the license, permit, certificate or registration you are applying for:

This application is for a (check one): <input type="checkbox"/> New Application <input type="checkbox"/> Renewal <input type="checkbox"/> Reinstatement	Date of application:
Credential Type (e.g., plumbing, electrical, real estate):	Credential Number (not required for new applications):

Information about the crime and conviction (attach additional pages, if needed)

Description(s) and Date(s) of Crime (list individually):	Date(s) of Conviction (list individually):	Release Date(s) from Prison (or other form of incarceration such as a halfway house):
1. _____ _____	1. _____	1. _____
2. _____ _____	2. _____	2. _____
3. _____ _____	3. _____	3. _____
4. _____ _____	4. _____	4. _____

<input type="checkbox"/> Conviction and Sentencing Information Attached (required) You are required to provide information for federal and out-of-state convictions, if applicable. www.jud2.ct.gov/crdockets/SearchByDefDisp.aspx (follow this link to obtain the required information for Connecticut convictions only).



Information about your Probation (required if applicable)

Start Date of Probation:	End Date of Probation:	Attachment Required: Please include a letter from your Probation Officer attesting to your compliance or non-compliance with the conditions of probation and the date when you complete probation.
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Information about your Parole (required if applicable)

Start Date of Parole:	End Date of Parole:	Attachment Required: Please include a letter from your Parole Officer attesting to your compliance or non-compliance with the conditions of parole and the date when you complete parole.
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Information about your Rehabilitation

The following documents will be considered when assessing your degree of rehabilitation. Check the box next to all the documents that you have attached:

- A provisional pardon (required, if applicable)
- A certificate of rehabilitation (required, if applicable)
- Character reference(s) (required)
- A personal statement concerning your rehabilitation (required)

Criminal Conviction Review Checklist

Check the box next to all the documents that you have attached:

- Copies of your conviction, sentencing, parole and probation documents (required, if applicable)
- A letter from your probation officer detailing compliance with probation, including date of completion (required, if applicable)
- A letter from your parole officer detailing compliance with parole, including date of completion (required, if applicable)

The information I have provided in this application is true and accurate to the best of my knowledge. I understand that the Department of Consumer Protection will confirm the criminal history provided by me against government records.

Signature of Applicant:	Date:
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THIS FORM WILL REMAIN WITH YOUR FILE AS PART OF THE RECORD