



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:

- (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. <a href="http://www.jud2.ct.gov/crdockets/SearchByDefDisp.aspx">http://www.jud2.ct.gov/crdockets/SearchByDefDisp.aspx</a> (follow the link to obtain the required information for Connecticut convictions only).
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**Information about your Probation**  No Probation (Skip this section)

Start Date of Probation:	End Date of Probation:	<input type="checkbox"/> Letter from the Probation Officer attesting to your compliance or non-compliance with the conditions of probation and when you complete probation.
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**Information about your Parole**  No Parole (Skip this section)

Start Date of Parole:	End Date of Parole:	<input type="checkbox"/> Letter from the Parole Officer attesting to your compliance or non-compliance with the conditions of parole and when you complete parole.
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**Rehabilitation Information**

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

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

Signature of Applicant:	Date:
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**Criminal Conviction Review Checklist:**

Please make sure you have included all necessary documents:

- 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 following documents are not required, but will support your application:

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

**THIS FORM WILL REMAIN WITH YOUR FILE AS PART OF THE RECORD**

The review of a prior criminal conviction is permitted pursuant to Section 46a-80(c) of the Connecticut General Statutes.