

Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935
Madison, WI 53708-8935
FAX #: (608) 251-3036
Phone #: (608) 266-2112

Office Location: 4822 Madison Yards Way
Madison, WI 53705
E-Mail: dsps@wisconsin.gov
Website: <http://dsps.wi.gov>

DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

INSTRUCTIONS FOR COMPLETING CONVICTIONS AND PENDING CHARGES FORM

Important Notice: DO NOT SUBMIT THIS FORM UNLESS ALL DOCUMENTATION REQUESTED IS INCLUDED.

Incomplete information will delay the processing time.

If you have an arrest (pending charges) record or a conviction record, complete this form and return it with your application, application fee, and an additional \$8.00 conviction review fee. If you obtained fingerprints as a requirement for your application, you do not need to submit the \$8.00 fee. Please consult the “Frequently Asked Questions” on page ii for more information on completing this form.

If you have pending charges, see page 2 for a list of required documents. If you have convictions, list all felonies, misdemeanors, and other violations of federal, state, or local law, including municipal ordinances, for which you have ever been convicted, in this state or any other. This includes convictions resulting from a plea of no contest, a guilty plea, or verdict. For each conviction, list the type of offense, date, and location. You do not need to report dismissed charges.

If you discover the required documents are not available after contacting the appropriate agency/police department, and/or court, please indicate this in a personal statement and submit the personal statement to the Department, along with any documentation that is available and a letter from the appropriate agency/police department, and/or court records custodian confirming the unavailability of the records.

The Fair Employment Act (Wis. Stat. §§ 111.31-111.395) prohibits employment discrimination on the basis of conviction record or arrest record unless the circumstances of the conviction or arrest substantially relate to the circumstances of the particular job or licensed activity. The information requested on this form will be used to determine whether your application should be granted, approved with limitations, or denied. The information you provide on this form may be verified against criminal information records. Omission of information on this form may be considered a false statement on an application.

Wisconsin Department of Safety and Professional Services

FREQUENTLY ASKED QUESTIONS

1. **If my conviction was expunged, do I need to report or submit anything?**
 - Technically, there was a conviction at one point in time; therefore, you need to disclose the conviction and provide all documents required. Also, include a court document stating the conviction was expunged.
2. **What do I do if records are no longer available due to the length of time that has passed since the conviction?**
 - Include a personal statement describing each offense along with an explanation of the penalties imposed and verification that you completed all requirements. State that the records are no longer available in your personal statement and include a letter from the appropriate agency/police department, and/or court records custodian confirming the unavailability of the records.
3. **Do I need to report or submit anything about minor traffic violations, e.g., a speeding ticket?**
 - There is no need to disclose most traffic violations, however, any traffic violation that involves alcohol (including convictions for operating while intoxicated) or other drug use, must be disclosed.
4. **How long does it take to review these documents?**
 - The time period for conviction review varies depending on whether all information is complete, all documentation is received, and/or whether it needs to be reviewed by a licensing Board attached to the Department, etc.
5. **What are certified court records and where do I get them?**
 - These are records certified as true and correct by the Office of the Clerk of Courts and may include judgment of conviction, police report/incident report/criminal complaint, court-ordered assessment report, etc.
 - Records may be obtained from the Office of the Clerk of Courts in the county in which your case was heard or the relevant police department.
6. **If I was underage at the time of the offense, do I need to report or submit anything?**
 - If you were convicted in adult court, report the conviction and submit all court documents and verification that you have complied with all requirements. Any conviction received in adult court involving alcohol (including convictions for operating while intoxicated) or other drug use, must be disclosed.

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CONVICTIONS AND PENDING CHARGES FORM

The Department must deny your application if you are liable for delinquent state taxes, UI contributions, or child support (Wis. Stat. §§ 440.12 and 440.13).

PLEASE TYPE OR PRINT IN INK

Your name, address, telephone number, and electronic mail address are available to the public. Check box to withhold address, telephone number, and email address from lists of 10 or more credential holders (Wis. Stat. § 440.14).

Profession

Application/License Number

Last Name

First Name

MI

List All Other Names Used

Date of Birth

Social Security Number

Your Social Security Number or Employer Identification Number must be submitted with your application on this form. If you do not have a Social Security Number, you must complete Form #1051. The Department may not disclose the Social Security Number collected except as authorized by law.

Email Address

Daytime Telephone Number

APPLICATION FEES: Please check applicable box. Make check payable to DSPS and attach to this form.

- CIB Review Fee**
\$ 8.00 Total Fee Attached (only required if you were not fingerprinted as a requirement of your application)

For Receipting Use Only

Wisconsin Department of Safety and Professional Services

PENDING CHARGES

List all PENDING felony, misdemeanor, and/or violation of municipal ordinance charges. (Do not include minor traffic violations that do not involve alcohol or drugs such as speeding, seat-belt violations and parking tickets.)

Attach additional sheet(s) if necessary.

<u>PENDING CHARGE</u>	<u>DATE OF ARREST</u>	<u>LOCATION (City/State)</u>
	□□ / □□ / □□	
	□□ / □□ / □□	
	□□ / □□ / □□	
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APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED. FOR EACH PENDING CHARGE LISTED ABOVE, YOU MUST SUBMIT THE FOLLOWING:

- Certified copies of the Police Report or Criminal Complaint
- Personal Statement (Only needed if certified copies of Police Report or Criminal Complaint do not exist and/or your responses to questions 1-8 require additional explanation.)

NOTE: Do not submit Consolidated Court Automation Program (CCAP) or other online court access printouts. They do not satisfy documentation requirements. During the Department's review of the application, you may be asked to submit additional information.

CONVICTIONS

List all felony and/or misdemeanor convictions, and/or violations of municipal ordinances. (Do not include minor traffic violations that do not involve alcohol or drugs such as speeding, seat-belt violations and parking tickets.)

Attach additional sheet(s) if necessary.

<u>CONVICTION</u>	<u>DATE OF CONVICTION</u>	<u>LOCATION (City/State)</u>
	□□ / □□ / □□	
	□□ / □□ / □□	
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APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED. FOR EACH CONVICTION LISTED ABOVE, YOU MUST SUBMIT THE FOLLOWING:

- Certified copies of the Police Report or Criminal Complaint
- Certified copies of the Judgment of Conviction
- Personal Statement (Only needed if certified copies of Police Report or Criminal Complaint and Judgment of Conviction do not exist and/or your responses to questions 1-8 require additional explanation.)

NOTE: Do not submit Consolidated Court Automation Program (CCAP) or other online court access printouts. They do not satisfy documentation requirements. During the Department's review of the application, you may be asked to submit additional information.

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YOU MUST ANSWER THE FOLLOWING QUESTIONS. (Attach additional sheet(s) if necessary.):

1.	<p>Have you ever been sentenced by a court to participate in an alcohol or other drug assessment, treatment or counseling program?</p> <p>If yes, did you successfully complete the program? If so, attach a certificate of completion/discharge summary.</p> <p>If you did <u>not</u> complete the program, attach a statement explaining why and include a statement describing your current use of alcohol and/or drugs.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
2.	<p>Have you ever been placed on probation and/or extended supervision?</p> <p>If yes, did you successfully complete probation and/or extended supervision? If so, provide evidence such as a release document or a Department of Corrections (DOC) document.</p> <p>If you are currently on probation or extended supervision, provide a letter from your probation officer or other official describing your probation or extended supervision requirements and your compliance with those requirements.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
3.	<p>Have you ever been placed on parole?</p> <p>If yes, did you successfully complete parole? If so, provide evidence such as a release document or Department of Corrections (DOC) document.</p> <p>If you are currently on parole, provide a letter from your parole officer describing your parole requirements and your compliance with those requirements.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
4.	<p>Have you ever served in the U.S. military or National Guard?</p> <p>If yes, please include a copy of any Department of Defense (DOD) Form 214s or National Guard Bureau (NGB) 22s you wish to have considered as evidence of rehabilitation.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
5.	<p>Do you have any mitigating (lessening the gravity of an offense or mistake) circumstances or social conditions surrounding the commission of the offense(s)?</p> <p>If yes, please include details in an attached personal statement.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
6.	<p>Since your offense(s), do you have any evidence of rehabilitation, such as employment, education, participation in treatment, payment of restitution, or any other activity that you wish to have considered as evidence of rehabilitation?</p> <p>If yes, please include evidence of such and/or a personal statement.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
7.	<p>Did you serve a jail or prison sentence?</p> <p>If yes, do you have any letters of reference by persons (such as employers, clergy, counselors, etc.) who have been in contact with you since your release from jail or prison that you wish to have considered as evidence of rehabilitation? If yes, please provide them.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
8.	<p>Are you registered or licensed in any other profession(s)?</p> <p>If yes, state what profession(s) and in what state(s), including license number(s). (Attach additional sheets if necessary.)</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

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PERSONAL STATEMENT FOR EACH CONVICTION (Only needed if certified copies of Police Report or Criminal Complaint and Judgment of Conviction do not exist and/or your responses to questions 1-8 require additional explanation.)
(Attach additional sheet(s) if necessary.)

A personal statement should describe the events that led to each offense and conviction listed on Form #2252, along with an explanation of the penalties imposed, and verification that you completed all sentencing requirements. The statement should address the "who," "what," "when," "where," "how," and "why" of the circumstances that led to each conviction.

Example of an Adequate Personal Statement: In 2011, I was convicted of an OWI 1st. I was out with friends for a birthday party. I drank too much at the bar and made the poor decision to drive myself home. On the way home, I was pulled over for speeding. I failed the field sobriety test and blew a ".10." I was ticketed, paid a fine, and had my driver's license suspended. I was also sentenced to do an alcohol and drug assessment (AODA) and attend treatment classes. Attached to this statement are copies of the police report from my arrest, a copy of the judgment of conviction, my AODA, and records showing that I successfully completed alcohol counseling and treatment courses.

CONVICTION(S):

CONTINUING DUTY OF DISCLOSURE

I understand that I have a continuing duty of disclosure during the application process. If information I have provided in this application becomes invalid, incorrect or outdated, I understand that I am obliged to provide any necessary information to ensure the information on my application remains current, valid, and truthful. I understand that credentialing authorities may view acts of omission as dishonesty and that my duty of disclosure during the application process exists until licensure is granted or denied.

AFFIDAVIT OF APPLICANT

I state that I am the person referred to in this document and that all the information, which I provided above, is true in every respect. I understand that false or forged statements made in this document or in connection with an application for a credential, or failing to provide relevant information, may be grounds for denial of an application, revocation of a credential granted to me, or criminal prosecution. I confirm that I have included all information and documentation requested by this form. **I understand that my application is incomplete until the Department receives all requested information and documentation. Incomplete applications will not be processed or reviewed until the Department receives all requested information and documentation.**

Signature:

Date: / /