

Documents for Applicants with Convictions

(Please Note: These documents will speed up the board's ability to evaluate the incident/arrest/conviction.)

Certified Arrest/Incident Reports: (including vehicle code violations over \$1,000.00, i.e. Red Light, Speeding, etc.)

NOTE: The certified court documents **DO NOT** include the arrest report and **MUST** be requested separately.

- Contact the arresting agency for this report. The arresting agency is the agency that conducted the arrest and/or issued the citation (ex. Highway Patrol, Police Department, Sheriff's Office). If the arrest documents are purged or unavailable, please provide a letter or proof from the arresting agency which confirms that information.
- If the arrest is for **DUI** be sure to request that the Blood/Breath Alcohol Content (BAC) is included with the report.

Evidence of Rehabilitation:

- Can include completion certificates of court ordered/voluntary rehabilitation.

Reference Letters for Alcohol or Drug Related Convictions:

- Recent letters from professionals in the community; for example, AA/NA Sponsor, counselor, probation officer, employer, instructor, etc. who can address an awareness of your past misconduct and current rehabilitation; for example, use/non-use of alcohol/drugs. The letters must be signed by the author and dated within the last year.

Reference Letters for all other Convictions:

- Recent letters from professionals in the community; for example, counselor, probation officer, employer, instructor, etc. who can address an awareness of your past misconduct and current rehabilitation; honesty/integrity, management of anger/stress. The letters must be signed by the author and be dated within the last year.

(These letters can be faxed or e-mailed, please submit a hard copy for the file.)

Work Performance:

- Submit a copy of your most recent work evaluation or review. For Exam applicants, the evaluation does not have to be from a health related agency.