



STATE OF MISSOURI
 DIVISION OF PROFESSIONAL REGISTRATION
PETITION FOR PRELICENSURE CRIMINAL HISTORY DETERMINATION

3605 MISSOURI BOULEVARD
 P.O. BOX 1335
 JEFFERSON CITY, MO 65102-1335
 573.751.0293 TELEPHONE

APPLICANT INFORMATION

FULL LEGAL NAME FIRST		MIDDLE	LAST		
ALL PREVIOUS LEGAL NAMES AND/OR ALIASES					
OTHER LICENSES HELD					
SOCIAL SECURITY NUMBER		DATE OF BIRTH		GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female	
STREET ADDRESS		APT/PO BOX	CITY		STATE ZIP
PHONE NUMBER		EMAIL			

AFFIDAVIT AND RELEASE

- I certify that to the best of my knowledge, the information contained in this petition and all supporting document(s) are true and correct, discloses all material facts regarding the petitioner, and that I will update or correct the petition as necessary, prior to any action on my petition.
- I authorize all persons, organizations, governmental agencies, or any others not specifically listed, which are set forth directly or by reference in this petition, to release to the respective licensing entity any files, records, or information required for the Division to properly evaluate my qualifications for licensure/certification/registration by the State of Missouri.
- I understand that it is the continuing responsibility of petitioners and licensees to read, understand, and apply the requirements contained in all statutes and rules pertaining to the occupation or profession for which I am applying, and that failure to do so may result in civil, administrative, or criminal sanctions.
- I understand that I am responsible to update the respective licensing entity of any changes relating to my petition.

SIGNATURE OF APPLICANT	DATE
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QUALIFICATIONS FOR LICENSURE

LICENSE TYPE YOU ARE REQUESTING DETERMINATION FOR

Indicate below the qualifications for licensure that you HAVE completed:

Indicate below the qualifications for licensure that you have NOT yet completed (please indicate if any are in progress):

Please provide a brief explanation of your expected timeline to complete any remaining requirements for licensure.

CRIMINAL HISTORY DISCLOSURE STATEMENT

Complete a separate form for each charge, plea, or conviction.
Keep in mind, only the incidents submitted with this application will be considered.
Omissions either intentional or unintentional may invalidate a determination.

FULL LEGAL NAME
FIRST

MIDDLE

LAST

NAME AT TIME OF INCIDENT (IF DIFFERENT)

ARRESTING AGENCY

COURT NAME AND LOCATION

PLEA/CONVICTION DATE

CASE/DOCKET NUMBER

Please describe in detail all initial charges, and any pleas entered (including pleas in abeyance) and judgment including suspended imposition of sentence (SIS). Attach additional pages if needed:

SENTENCE IMPOSED

INCARCERATION DATE

RELEASE DATE

PROBATION/PAROLE START DATE

PROBATION/PAROLE COMPLETION DATE

PROBATION OFFICER/PAROLE AGENT

PROBATION OFFICER PHONE

PROBATION OFFICER EMAIL

ATTACHMENTS

The following items must be attached to this form:

 Personal Narrative about the incident:

Describe the incident, and explain any changes you have made in your life since the incident that may assist the respective licensing entity in understanding your rehabilitation efforts. The narrative must be in your own words. However, you may attach any additional documents and information that you want the respective licensing entity to review, such as:

- Completion of or active participation in rehabilitative drug or alcohol treatment
- Completion of sentences, time elapsed since the offense with no new relevant criminal history
- Testimonials and letters of recommendation from other individuals, such as a progress report from your probation or parole officer, or letters from your employers or teachers
- Completion of education and training, education/training achievements
- Favorable/steady employment history
- Any other information that would favor granting you a license

 Police Reports **Certified Court Records**

At minimum, obtain a complete court docket. Additional items, such as sentencing, evaluations, etc. may also be included. If you were ordered to pay fines or restitution, the court documents **must** include payment details.

 Probation/Parole Officer Reports (if applicable).

If you were ordered to complete "court monitored probation", include documents proving your completion.

If you are unable to obtain any of the records, you must submit documentation on official letterhead from the police or court indicating that the information is not available.

If you do not submit a required item with your petition, your petition is considered incomplete.

APPLICATION CHECKLIST AND INSTRUCTIONS

This checklist is for your convenience; you do not need to include it with your application.

Your application is classified as a public record and may be available for inspection by the public, except with regard to the release of information which is sub-classified as controlled, private, or protected under the Missouri Sunshine Law or restricted by other law.

The following items are required to complete your application:

- Complete Criminal History Disclosure Statement for **EACH** plea of guilty or nolo contendere or finding of guilt
- Personal Narrative, Police Reports, Court Records, and Probation/Parole Officer Records for **EACH** plea of guilty or nolo contendere or finding of guilt

The Division or respective licensing board's determination is based solely on the information you provide with your petition. Any misrepresentations, or intentional or unintentional omissions, may invalidate your determination.

Submit the above items with your completed Preliminary Criminal History Determination Petition to your respective licensing entity:

Board Name
3605 Missouri Boulevard
Jefferson City, MO 65102

NEXT STEPS:

Within 30 days of the day the respective licensing entity meets following receipt of a complete petition, but in no more than four months after receiving a complete petition, the respective licensing entity will provide you a written determination as to whether your criminal record would disqualify you from obtaining the license you identified, even if you were to complete all other licensing requirements.

If your petition is incomplete, you will receive notice of the deficiencies that includes to deadline to reply. If you do not reply by the deadline, your petition will be denied (this means your petition will not be considered, and no determination will be made). If you choose to begin the process again, you will be required to submit a new petition with all required documents.