Application - Character and Fitness

Name John Smith
Credential Character and Fitness

Fee Details
Character and Fitness Fee $300.00
$300.00

Directions

Navigation Instructions

SAMPLE

Character Report Instructions

Refer to the Character Report Checklist and gather all information prior to completing your online Character Report. *The Character Report must be complete at the time of submission.*

A description of the investigative process may be found at this link.

Read all of the following instructions carefully before proceeding.

The provision of your social security number is voluntary, pursuant to the Federal Privacy Act of 1974. Your social security number will be used for purposes of investigation and verification. You must notify us in writing if you wish to restrict the use of your social security number.

Requirements & Qualifications

Navigation Instructions

Disclosure:

The Committee expects you to spend the time necessary to provide accurate and complete answers. You are required to swear/affirm before a notary public that this document is true and complete in all respects, and you will be held in strict compliance with this declaration.

The Committee is required by Supreme Court Rule to assess your diligence. You must complete the research necessary to answer each question. Failure to strictly comply with the requirements of the Character Report will reflect negatively upon you, and will result in substantial delay to, or

potential denial of, your admission to the practice of law.

In accordance with the Rules of Professional Conduct, an applicant for admission shall not (a) knowingly make a false statement of material fact; or (b) fail to disclose a fact necessary to correct a misapprehension known by the person to have arisen in the matter, or knowingly fail to respond to a lawful demand for information from an admissions or disciplinary authority.

Updates and amendments:

During the investigation, you may be asked for additional information or clarification. If this is necessary, the investigation may be significantly prolonged. If you do not respond within thirty days, the investigation will be abandoned until your written response is received.

You are required to advise the Committee of all changes to your Application and/or Character Report occurring from the time of filing until your date of admission.

Mailing requirements:

Within five business days of your electronic submission, the following hard copies must be *received in our office* **(submitted together in a single mailing):**

Declaration (original, notarized)
Authorization and Release(original, notarized)
All other documents that you have not uploaded

Arizona Supreme Court
Committee on Character and Fitness
1501 W Washington St, Ste 104
Phoenix AZ 85007

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Timing:

There is no precise time period for processing any file, as every applicant's background is unique. The initial investigation will take a minimum of three months, followed by file assessment by members of the Committee.

The investigation is open and ongoing until at least such time that you are successful on the attorney admission examination. No status will be provided prior to that date, and then only if the Committee has been afforded the time required to complete the initial investigation.

Avoid common errors in completing the Character Report:

Failure to heed the instructions and exact requirements will result in delays in the investigation.

1) Read every question thoroughly, and answer it completely.

2) Provide complete and current addresses for all individuals and entities listed.

3) Where required by the question, provide information in chronological order by start date.

4) Personal and legal references ***may not*** be listed in any other part of your Character Report.

5) Provide ***all*** documents required by the Character Report. If an official agency (for example law enforcement; court, regulatory board, etc.) advises you that the required documents are not available, you must obtain an official written notice from them that specifically states the documents are unavailable and the reason(s) why (for example, the documents are purged after a given number of years).

6) Do not submit a Character Report that is incomplete **in any respect** and expect to amend it at a later date. ***The Character Report must be complete at the time of submission.***

If there are matters pending at the time you submit your Character Report (for example, a civil matter), you may submit the Character Report and provide updates as they occur.

SAMPLE

Tips for Completing the Character Report:

Employment history: You may contact the Social Security Administration (telephone 800-772-1213; website ssa.gov) for a report of your earnings history. You may then contact employers listed for the information required.

Previous employer is out of business: You must provide a verifying reference who can affirm that employment. (On the Experience page, you will be asked for an "experience verification source"; you should choose "verifying reference", and provide contact information for that person.)

Self-employment: You must provide a verifying reference who can affirm that employment. (On the Experience page, you will be asked for an "experience verification source"; you should choose "verifying reference", and provide contact information for that person.)

Traffic Citations: Not all traffic citations will appear on your driving record(s). It is your responsibility to contact local or regional law enforcement to obtain information about citations.

References: Select personal and legal references that are willing to provide information to the Committee, and will do so in a timely manner.

Other Information:

The Committee participates in the National Conference of Bar Examiners' national databank which cross-checks applicants to determine if they have filed applications in other jurisdictions.

The Committee independently obtains and reviews credit reports concerning all applicants.

The provision of your social security number is voluntary, pursuant to the Federal Privacy Act of 1974. However, provision of your social security number assists in expediting the character review process. Your social security number will be used for purposes of investigation and verification, to avoid errors of identity which might cause issues and delays in the certification and licensure process. You must notify us in writing, received within five business days of your electronic submission, if you wish to restrict the use of your social security number.

Personal Information

Navigation Instructions

SAMPLE

1. Indicate which exam you have taken or will be taking.

NOTE: The Character Report MAY NOT be submitted prior to the application for examination. This application is only for Arizona Exam applicants.
July 2012

2. Enter your first name:

3. Enter your middle name:

4. Enter your last name:

5. Enter your social security number

6. Enter gender

7. Marital Status

8. If married, name of spouse

9. Maiden name of spouse (if applicable)

10. List below all the other names or surnames you have used or been known by and describe when, how, and why your name was changed (e.g. marriage or divorce). If a change was made in a judicial or naturalization proceeding, upload an exact and complete copy of the order or other evidence.

Previous Name	From Month	From Year	To Month	To Year	Reason(s) for Change	Documentation

11. Enter your date of birth

12. Enter your city of birth

13. Enter your state of birth:
(Select "Unknown" if your place of birth was in another country.)

14. Enter your country of birth
UNITED STATES

15. Select your citizenship. If not a citizen of the USA, provide Country of birth and details regarding your immigration status in the comments box below.

16. If a citizen of the USA, please upload or mail a legible copy of one of the following documents: 1) birth certificate issued in a US State, territory, or possession; 2) US Passport identification page; 3) valid driver's license issued by a US state within the past 10 years; 4) non-license identification card issued by a US state within the past ten years; 5) I-9 form with photograph, or 6) US certificate of naturalization.

17. If not a citizen of the USA, please upload or mail copies of official documentation of immigration status.

18. Enter your phone number and mailing address.

Primary Phone Number	**Alternate Phone Number**
Address Line 1	

SAMPLE

Address Line 2

Country UNITED STATES

City **State** **Zip Code**

19. Is the above a change of address to be reflected on your records with the committee?

20. The above address is:

21. Enter your email address

22. In chronological order, list every permanent or temporary residence, including your current residence, in which you have lived during the past ten years or since age 21, whichever is shorter. Exact address is not required, but city, state and zip code are required for each residence.

Address Type	Address Line 1	Address Line 2	City	Country	State	Zip Code	From Month	From Year	To Month	To Year

Military History

Navigation Instructions

23. Select whether or not you have been a member of the armed forces of the United States, its reserve components or the National Guard:

*****IF YOU ANSWERED NO ABOVE, PLEASE CLICK NEXT TO GO TO THE NEXT SECTION.*****

24. If applicable: Which of the Regular armed forces have you served in?

25. If applicable: Which of the reserve components have you served in?

26. If applicable: Which of the National Guard branches have you served in?

27. If applicable: What is/was your serial number?

SAMPLE

27. If applicable: What is/was your serial number?

28. If applicable: What is/was your rank?

29. If applicable: What are/were your dates of service?

30. FOR ACTIVE AND RESERVE PERSONNEL ONLY: Select service type and enter the following information in the comments box.

Present Duty Station
Duty Station Address
Duty Station Telephone Number
Name of Commanding Officer

SAMPLE

While a member of the armed forces of the United States:

31. Were you ever awarded non-judicial punishment?

32. Were you ever court-martialed?

33. Were you administratively discharged?

34. Were you allowed to resign in lieu of court-martial?

35. If you answered yes to any of the above four questions, provide an explanation in the comments box below.

36. Were you discharged?

37. If you answered yes to the above, please upload a copy of DD Form 214 "Report of Separation"

38. Did you receive an honorable discharge?

39. If you answered no above, provide details in the comments box below.

Academic History

Navigation Instructions

40. List all colleges or universities, other than law schools, from which you received a degree.

School	Enrollment Status	Degree	From Month	From Year	To Month	To Year

41. List ALL law schools you attended.

School	Enrollment Status	Degree	From Month	From Year	To Month	To Year

42. Have you ever at any time been dropped, suspended, expelled or disciplined by any school or college for any cause whatsoever, including scholastic deficiency?

43. If you answered yes above, please provide information in the comments box below
Name of School
Date of occurrence
Detailed description of cause of discipline
Final disposition
Date of disposition

44. Have you ever at any time been questioned or accused with respect to cheating, plagiarism or honor code violation in the course of your schooling or elsewhere?

45. If you answered yes above, please provide the following information in the comments box below:
Name of school (or, if non academic, site of occurrence)
Date of occurrence
Name of accuser
Detailed description of the situation in which the accusation occurred
Outcome

Licensure

SAMPLE

46. List every state and/or foreign country to which you have ever at any time submitted an application to be admitted by examination, motion or diploma privilege, or to be reinstated to the practice of law (even if the application was subsequently withdrawn). If the license has no expiration date, leave that field blank.

State	License Number	License Status	License Issue Date	License Expiration Date

47. In the question above, if you answered "Other" or "Withdrew" provide your explanation, the date of the exam you applied for, and the month and year you applied, in the comment box below.

48. Have you ever applied to take the Arizona bar examination?

49. If you answered yes above, provide an approximate application date below.

50. Have you been previously admitted to the practice of law in Arizona?

51. If you answered Yes above, please provide the following in the comments box below:

Month/Year of admission

52. Were you ever the subject of a hearing or hearings related to bar admission or any other professional license?

53. If you answered Yes above, provide details in the comments box below.

54. List every state or entity to which you have applied for or held any professional license for a business, trade or profession other than as an attorney. List all, even if lapsed, revoked, inactive, or subsequently withdrawn. If the license has no expiration date, leave that field blank.

Name of License Holder	State	License Type	License Number	License Status	License Issue Date	License Expiration Date	Issuing Authority

55. If the license status is "Other," "Failed," or "Withdrew," provide your explanation and any pertinent dates (i.e. failed exam in 2002) in the comments box below.

SAMPLE

As a member of any profession, a holder of any license or office, or as an attorney:

56. Have you ever at any time had a business, trade or professional license denied or revoked?

57. If you answered Yes above, provide details in the comments box below.

58. Have you ever had any charges, complaints or grievances (formal or informal) filed against you?

59. If you answered yes to the question above, provide details on the following form: click here for the Formal/Informal charges, complaints or grievances form. Upon completion, upload document.

60. Have you ever been reprimanded, censured, suspended, disbarred or otherwise disqualified from professional licensure?

61. If you answered yes to the question above, provide details on the following form: Click here for the reprimand, censure, suspension, disbar, disqualified form. Upon completion, upload document.

62. Have you ever been accused of or charged with fraud, perjury, misrepresentation, or false swearing in a judicial or administrative proceeding?

63. If you answered yes to the question above, provide details on the following form: Click here for the Fraud, perjury, misrepresentation, false swearing form. Upon completion, upload document.

64. Have you ever been involved as a party, directly or indirectly, in any disciplinary proceeding, formal or informal?

65. If you answered yes to the question above, provide details on the following form: Click here for the Formal/Informal disciplinary proceeding form. Upon completion, upload document.

66. Have you ever resigned in lieu of suspension, revocation, disqualification or disbarment?

67. If you answered yes to the question above, provide details on the following form: Click here for the Resigned in lieu of form. Upon completion, upload document.

68. Have you ever been accused of the unauthorized practice of law in any state or jurisdiction?

69. If you answered yes to the question above, provide details on the following form: Click here for the Unauthorized practice form. Upon completion, upload document.

SAMPLE

70. Are you admitted to the practice of law in New York?

For Applicants Admitted in New York Only: Answer the next three questions

71. What was the date of your admission?

72. If applicable, select the department in which you were admitted:

73. If applicable, select the department(s) in which you have practiced law or been employed as an attorney (check ALL that apply):

Employment & Activity History

Navigation Instructions

SAMPLE

74. Provide your current employment or activity, whether employed, self-employed, unemployed or in school. **If self-employed, provide a verifying reference not related by blood or marriage and not listed anywhere else in your report.**

Position or Activity	Start Date	Employer's Name	Describe Employment or Activity	Supervisor's First Name	Supervisor's Last Name	Employer Address	Address Line 2	City	Country	State	Zip Code	Telephone Number

75. In chronological order by start date, list your previous employers, unemployment and activities for the last ten years or since age 21, whichever is shorter. List all activities and employment including self-employment, temporary or part-time employment, clerkships, internships, externships, judicial offices and military service. Also, list every period of time where you were unemployed, in school, on extended vacation or sabbatical or seeking employment. **If self-employed, or the business is closed, provide a verifying reference not related by blood or marriage, and not listed anywhere else in your report.**

THERE SHOULD BE NO GAPS WITHIN THIS TIME FRAME WHICH ARE UNACCOUNTED FOR!

Position or Activity	Start Date	End Date	Reason for Leaving	Employer's Name	Describe Employment or Activity	Supervisor's First Name	Supervisor's Last Name	Employer Address	Address Line 2	City	Country	State	Zip Code	Telephone Number

76. Were you ever discharged or have you ever resigned from any employment listed in the above question after being told that your conduct or work was unsatisfactory?

77. If you answered yes to the question above, provide details on the following form: Click here for the Employment discharge form. Upon completion, upload document.

78. In the course of any employment since the age of 21 (regardless of current age), have you been accused or charged with dishonesty, misrepresentation, misappropriation, theft, fraud, moral turpitude, or the commission of a crime? Include any situation even if it did not result in discharge, resignation or criminal charge.

79. If you answered yes to the question above, provide details on the following form: Click here for the Employment dishonesty form. Upon completion, upload document.

Civil and Criminal History

Navigation Instructions

80. Has any surety on any bond on which you were the principal been required to pay any money on your behalf?

81. If you answered yes to the question above, provide details on the following form: Click here for the Bonding History form. Upon completion, upload document.

82. Have you been a party to any type of civil action (including divorce) in the past ten years?

83. If you answered yes to the question above, provide details on the following form: Click here for the Civil Actions form. Upon completion, upload document along with copies of complaint and disposition.

84. Have you ever failed to comply with any court order including, but not limited to, not appearing for jury duty?

SAMPLE

85. If you answered "Yes" to the question above, provide the date and the name and address of the court with your detailed explanation of the circumstances in the comments box below.

86. Have you ever had a complaint filed against you in any civil, criminal or administrative forum, alleging fraud, deceit, misrepresentation, forgery, or legal malpractice?

87. If you answered yes to the question above, provide details on the following form: click here for the Civil Actions form. Upon completion, upload document along with copies of complaint and disposition.

88. Have you either as an adult or a juvenile, ever been served with a criminal summons, questioned, arrested, taken into custody, indicted, charged with, tried for, pleaded guilty to or been convicted of, or ever been the subject of an investigation concerning the violation of any law, statute, ordinance, rule, regulation, or canon? (In answering the question, include all incidents, no matter how trivial or minor the infraction or whether guilty or not, whether expunged or not, whether you believe or were advised that you need not disclose any such instance).

89. If you answered yes to the question above, provide details on the following form: Click here for the Criminal Cases form. Upon completion, upload document (along with copies of all the following documents):
1) From Law Enforcement Agency (Police): police officer's narrative report;
2) From Court of record: complaint, indictment, plea agreement (if any), disposition, sentence (appeal, if any), and proof of satisfaction of conditions imposed.

90. Have you ever been convicted of a felony?

91. If you answered yes to the question above, provide details on the following form: Click here for the Criminal Cases form. Upon completion, upload document (along with copies of all the following documents):
1) From Law Enforcement Agency (Police): police officer's narrative report;
2) From Court of record: complaint, indictment, plea agreement (if any), disposition, sentence (appeal, if any), and proof of satisfaction of conditions imposed.

Traffic History

Navigation Instructions

92. List every state where you have been licensed to drive during the last ten years (account for the entire ten-year period). For each driver's license listed, provide a current, certified copy of your driving record, even if that record shows no infractions. History must be issued by the jurisdiction for

SAMPLE

the longest period of time offered. History may not be an unofficial copy or from a third-party vendor.

Country	State of Licensure	License Number	Date Issued (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Status of Driver's License	Driver's History Upload

93. In the past ten years, have you received any traffic citations?

94. If you answered yes to the above question provide details on the following form: Traffic History form. Include ALL moving violations and any non-moving violations that carried a penalty of $50 or more (Whether guilty or not, whether expunged or not). Upon completion, upload form. TrafficCasesHistory (2).doc

Financial History

Navigation Instructions

SAMPLE

95. Have you ever had a credit card revoked?

96. If you answered yes to the question above, click here to access form to complete your answer: Debts form. Upon completion, upload document.

97. Do you have any debts, including student loans, which are more than 90 days past due?

Respond affirmatively even if the debt is barred by the statute of limitations.

98. If you answered yes to the question above, click here to access form to complete your answer: Debts form. Upon completion, upload document.

99. Are you in default in any way in the performance or discharge of any duty or obligation imposed upon you by decree or order of any court, including, but not limited to, civil judgments, alimony, maintenance and support orders and decrees?

100. If you answered yes to the question above, click here to access form to complete your answer: Debts form. Upon completion, upload document.

101. Other than that listed above, have you ever failed to meet your financial obligations and/or defaulted on any debt or loan?

102. If you answered yes to the question above, click here to access form to complete your answer: Debts form. Upon completion, upload document.

103. Have you ever filed a petition under any Chapter of the Bankruptcy Code?

104. If you answered yes to the question above, click here to access form to complete your answer: Bankruptcy. Upon completion, upload document (along with the petition for bankruptcy, schedule of indebtedness, discharge from bankruptcy order and all related pleadings.)

105. Do you intend to file, or are you in the process of filing a petition for bankruptcy?

106. If you answered Yes above, please enter the following in the comments box below:

Anticipated date of filing (mo/yr)
Approximate Dollar Amount

References

SAMPLE

Navigation Instructions

107. 1) Provide three references from reputable and responsible persons you have known at least five years.
2) If you are providing a home address, do not list business or firm name.
3) **Do not list any person who is related to you by blood or marriage, your present supervisor or any person listed elsewhere in this application.**

Years Known	Reference First Name	Reference Last Name	Reference Company or Firm	Address Line 1	Address Line 2	City	State	Zip Code	Phone Number	Email Address

108. 1) Provide three references from attorneys who can provide information about your character.
2) If you do not know three attorneys, you may substitute law professors, judges, or law clients.
3) If you are providing a home address, do not list business or firm name.
4) **Do not list any person who is related to you by blood or marriage, your present supervisor or any person listed elsewhere in this application.**

Reference Type	Years Known	Reference First Name	Reference Last Name	Reference Company or Firm	Address Line 1	Address Line 2	City	State	Phone Number	Email Address

Self Disclosure

Navigation Instructions

109. Is there any other information, incident(s), or occurrence(s) which is not otherwise referred to in your response to this application which, in your opinion, may have a bearing, either directly or indirectly, positively or negatively, upon your ability to practice law actively and continuously? If yes, please explain fully in the comment box below.

Review

Navigation Instructions

Please review to ensure all questions have been answered.

Warning: Clicking "Add to Invoice" will take you to the payment screen. You will not be able to modify your application after clicking "Add to Invoice".

SAMPLE

****Important:** Per Administrative Order No. 2009-102(E)3: There shall be no refund of the Admission on Motion application fee for any reason, including denial of admission, withdrawal of the application, or failure to pursue admission after application, regardless of the date of notification by the applicant. Credit for the fees paid by applicants who withdraw or fail to pursue admission after application will be applied to the applicant for two years from the date of the original application.

BANKRUPTCY

Complete this form to document any record of bankruptcy (use a separate form for each case).

Name in which bankruptcy was declared):

Complete title of action:

Date filed:

Complete Court file number:

Name and complete address of court involved:

Name of court:

Address: Suite:

City: State: ZIP:

Detailed description of circumstances surrounding filing petition for bankruptcy, including your considerations for avoiding a bankruptcy filing:

Date of final disposition:

Disposition:

Were any adversary proceedings instituted? ☐ Yes* ☐ No

Were there any allegations of fraud? ☐ Yes* ☐ No

Were any debts not discharged? ☐ Yes* ☐ No

*** If yes, list them separately, and provide all related documents.**

For each bankruptcy listed, you must provide:

1) **petition for bankruptcy**
2) **all schedules of indebtedness**
3) **discharge from bankruptcy order**
4) **all related pleadings filed with the Bankruptcy Court**

SAMPLE

CIVIL ACTIONS HISTORY

Complete this form to document your civil actions history (use a separate form for each case).

Name in which civil action filed:

Social Security Number:

Complete title of action:

Detailed description of case:

Dated filed:

Complete Court file number:

Full name(s) and address(es) of plaintiff(s) and attorney(s):

Full name(s) and address(es) of defendant(s) and attorney(s):

Name and complete address of court involved:

Name of court:

Address: Suite:

City: State: ZIP:

Trial date:

Date of final disposition:

Details of Disposition:

Did disposition result in a judgment? ☐ Yes ☐ No

If yes, has the judgment been satisfied? ☐ Yes ☐ No

If yes, give the date the judgment was satisfied with Court:

If no, what amount is still owing and why?

Attach copies of the complaint and judgment/disposition.
For divorce, attach copies of the petition and decree.

SAMPLE

CRIMINAL CASES

Complete this form to document your criminal cases history, regardless of your age at time of occurrence, including all juvenile matters (use a separate form for each incident).

Name:

Social Security Number:

Date of incident (or time period involved):

Location:

Title of complaint or indictment:

Criminal Number:

Detailed description of incident:

SAMPLE

Name of law enforcement agency:

Address: Suite:

City: State: ZIP:

Name of court:

Address: Suite:

City: State: ZIP:

Date first heard:

Charge(s) at time of arrest:

Charge(s) at time of trial:

Date of disposition:

Disposition:

Attach copies of all of the following documents:
From Law Enforcement Agency (Police): police officer's narrative report
From Court of record: complaint, indictment, disposition, sentence (appeal, if any), and proof of satisfaction of conditions imposed.

DEBTS (use a separate form for each debt):

Name _____
First Middle Last Social Security Number

Type of Debt: ☐ Credit Card ☐ Charge Account ☐ Student Loan ☐ Other _____

Account number: _____ **Date debt originated (Mo/Yr):** _____

Original amount of debt: $_____ **Date of last payment (Mo/Yr):** _____

Current balance: $_____

Name of original creditor: _____

Address _____ Suite _____

City _____ State _____ ZIP _____

If different from above, current creditor: _____

Address _____ Suite _____

City _____ State _____ ZIP _____

Detailed description of the circumstances surrounding this debt and the reason(s) for delinquency:

_____

Present status of this debt: _____

If a balance remains, indicate whether you have:

_____ **Established a payment plan**:
Initials

1) Date (month/year) of inception of payment plan
2) Date (month/year) of first payment
3) Amount to be paid each month
4) Date (month/year) of anticipated payoff
5) Provide a copy of the written agreement and details of the plan
6) Provide the following documentation:
   - Proof of the first **two** (2) payments made if plan was established within the last 60 days **OR**
   - Proof of the **two** (2) most recent payments made if plan was established more than 60 days ago

_____ **Placed the account in forbearance**: Provide *official documentation* that the account has been placed in forbearance
initials

_____ ***Successfully* disputed the debt**: Provide *official documentation* from the creditor or one of the major credit reporting
initials agencies of the successful dispute.

_____ **Paid the account in full** (including settling for a lesser amount. Provide *official documentation* of a zero (0) balance
initials

_____ **Refuse to pursue any of the above-listed options**
initials

SAMPLE

DESCRIPTION OF EMPLOYMENT

Name _____
First Middle Last Social Security Number

Position held _____ From (Mo/Yr) _____ To (Mo/Yr) _____

Employer's Name _____

Employer's address at time of employment:

Address _____ Suite _____

City _____ State _____ ZIP _____

Telephone ( ) _____

Employer's current name and address if not the same as above:

Name _____

Address _____ Suite _____

City _____ State _____ ZIP _____

Telephone ( ) _____

Type of business _____

Name of your immediate supervisor _____

Reason(s) for leaving employment _____

_____

_____

_____

SAMPLE

If you are/were self-employed ☐, or if firm is now out of business ☐, provide a verifying reference* who is not related to you by blood or marriage. Do not duplicate any person listed elsewhere in this Character Report.

Name _____ Firm/Company _____

Address _____ Suite _____

City _____ State _____ ZIP _____

Telephone ( ) _____ Check if address is: ☐ Residence or ☐ Business

*It is your responsibility to advise the verifying reference that he/she will be called upon to verify this employment.

DENIAL OR REVOCATION OF PROFESSIONAL LICENSE

Complete this form to document any time you have ever had a business, trade or professional license denied or revoked (use a separate form for each case).

Name at time of denial/revocation:

Social Security Number:

Type of license denied or revoked:

Date of hearing:

Name of the authority in possession of the records:

Address of authority in possession of records:

Detailed narrative of the circumstances and decision in the matter:

Date of Decision:

SAMPLE

Attach the written decision from the denying authority.

EMPLOYMENT DISCHARGE

Complete this form to document if you were ever discharged or have ever resigned from any employment after being told that your conduct or work was unsatisfactory (use a separate form for each incident).

Name:

Social Security Number:

Date of incident (or time period involved):

Name of employer:

Current Address: Suite:

City: State: ZIP:

Date of discharge/resignation:

Detailed explanation of cause and circumstances:

SAMPLE

EMPLOYMENT DISHONESTY

Complete this form to document whether in the course of any employment since age 21, you have been accused or charged with dishonesty, misrepresentation, misappropriation, theft, fraud, moral turpitude, or the commission of a crime. Include any situation even if it did not result in discharge or resignation (use a separate form for each incident).

Name at time of charge or incident:

Social Security Number:

Date of incident (or time period involved):

Name of employer:

Current Address: Suite:

City: State: ZIP:

Date of discharge/resignation:

Detailed explanation of cause and circumstances:

Outcome:

SAMPLE

FORMAL/INFORMAL DISCIPLINARY PROCEEDING

Complete this form to document any incidents in which you were a party, directly or indirectly, in any disciplinary proceeding, formal or informal (use a separate form for each incident).

Name at time of charge or complaint:

Social Security Number:

License number against which complaint filed:

Date of complaint:

Name of complainant:

Full title of action/complaint/incident:

Name of the authority in possession of the records:

Address of authority in possession of records:

What was your role or involvement in the incident?

Detailed narrative explanation of the circumstances and the disposition of the matter:

SAMPLE

Final Disposition:

Date of Disposition:

Were conditions imposed upon you or your license? Have all conditions of disposition been fulfilled?

Attach complaint, pleadings, responses and orders, including final disposition and satisfaction.

FORMAL/INFORMAL CHARGES COMPLAINTS OR GRIEVANCES

Complete this form to document formal charges, informal charges, complaints, actions and grievances (use a separate form for each case).

Name at time of charge or complaint:

Social Security Number:

License number against which complaint filed:

Date of complaint:

Name of complainant:

Title of complaint:

Name of the authority in possession of the records:

Address of authority in possession of records:

Detailed narrative explanation of the circumstances and the disposition of the matter:

SAMPLE

Final Disposition:

Date of Disposition:

Were conditions imposed on you or your license? Have all conditions of disposition been fulfilled?

Attach complaint, pleadings, responses and orders, including final disposition and satisfaction.

FRAUD/PERJURY/MISREPRESENTATION

Complete this form to document any incidents in which you were accused of or charged with fraud, perjury, misrepresentation or false swearing in a judicial or administrative hearing (use a separate form for each incident).

Name at the time of charge or complaint:

Social Security Number:

License number against which complaint was filed (if applicable):

Date of complaint:

Name of complainant

Full title of complaint:

Name of authority in possession of records:

Address of authority in possession of records:

Detailed narrative explanation of the circumstances and the disposition of matter:

SAMPLE

Final Disposition:

Date of final disposition:

Were conditions imposed upon you or your license? Have all conditions of disposition been fulfilled?

Attach complaint, pleadings, responses and orders, including final disposition and satisfaction.

REPRIMAND/CENSURE/SUSPENSION/DISBARRED/DISQUALIFIED

Complete this form to document any incidents in which you were reprimanded, censured, suspended, disbarred, or disqualified (use a separate form for each incident).

Name at time of charge or complaint:

Social Security Number:

License number against which complaint was filed:

Date of complaint:

Name of complainant:

Full title of complaint:

Name of the authority in possession of the records:

Address of authority in possession of records:

Detailed narrative explanation of the circumstances and the disposition of the matter:

SAMPLE

Final Disposition:

Date of Disposition:

Were conditions imposed upon you or your license? Have all conditions of disposition been fulfilled?

Attach complaint, pleadings, responses and orders, including final disposition and satisfaction.

RESIGNED IN LIEU

Complete this form to document if you resigned in lieu of suspension, revocation, disqualification or disbarment (use a separate form for each case).

Name at time of resignation:

Social Security Number:

License number at time of resignation:

Date of resignation:

Name of the authority in possession of the records:

Address of authority in possession of records:

Detailed narrative explanation of the circumstances and the disposition of the matter:

SAMPLE

Was disciplinary action filed, pending or threatened at time of resignation?

Was disciplinary action withdrawn as result of resignation in lieu?

Final Disposition:

Date of Disposition:

Were conditions imposed upon you or your license? Have all conditions of disposition been fulfilled?

Attach complaint, pleadings, responses and orders, including final disposition and satisfaction.

TRAFFIC CASES HISTORY

Complete this form to document your moving violations. Include ALL moving violations for the time frame required, whether guilty or not, whether expunged or not. Include any non-moving violations that resulted in a fine of $50 or more (use a separate form for each violation).

Note: Criminal traffic matters must be reported on a Criminal Cases Form.

Name:

Date of incident (or time period involved):

Location:

Title of complaint:

Traffic Number:

Detailed description of incident:

Name of law enforcement agency:

Address: Suite :

City: State: ZIP:

Name of court:

Address: Suite:

City: State: ZIP:

Date first heard:

Charge(s) at time of citation/arrest:

Charge(s) at time of trial:

Date of disposition:

Disposition (including penalty, if any):

SAMPLE

UNAUTHORIZED PRACTICE OF LAW

Complete this form to document if you have ever been accused of the unauthorized practice of law in any state or jurisdiction (use a separate form for each incident).

Name at time of charge or complaint:

Social Security Number:

Nature of complaint:

Date of complaint:

Name of complainant:

Full title of complaint:

Name of the authority in possession of the records:

Address of authority in possession of records:

Actions giving rise to complaint:

Detailed narrative explanation of the circumstances and the disposition of the matter:

SAMPLE

Final Disposition:

Date of Disposition:

Were conditions imposed upon you or your license? Have all conditions of disposition been fulfilled?

Attach complaint, pleadings, responses and orders, including final disposition and satisfaction.