

ARIZONA DEPARTMENT OF REAL ESTATE (AZRE) RENEWAL APPLICATION INSTRUCTIONS

Use this form to renew your salesperson, associate broker, designated broker, self employed broker, and entity license.

RENEWAL APPLICANTS SUBMIT THE FOLLOWING

You can renew your license up to **90 days before your expiration date** online or over the counter.

If you have a valid email address on your personal page online, you will receive a 90, 60, and 30 day renewal reminder.

- Over the counter renewals require this Renewal Packet and original ink signatures along with in office fees.
- Process your renewal online for a reduced fee. See up to date fee schedule online at www.azre.gov.

FORMS NEEDED TO RENEW ACTIVE AND INACTIVE LICENSEES TIMELY

- **Proof of Legal Residency** – If not already on file. Submit proof at least but no later than 4 days before expiration date if uploading online. Online submittal may take up to 72 hours for verification by an AZRE representative. AZRE is not responsible for late submittals.
- **Renewal Application** (LI-243) – Completed in full with original ink signature by agent and if active, renewal must be signed by Designated Broker (DB).
- **Designated Broker (DB) & Self Employed (SE) Brokers** – Are required to submit a Broker Supervision & Control Audit Declaration (BAD) due at time of expiration if you were in **ACTIVE** status within the previous renewal period. •Visit www.azre.gov, go to •Forms, select •Auditing, and then print or download the self audit for submittal.
- **Renewal Questionnaire** (LI-244) – If you answered YES to any question **you must disclose the action or incident taken against you**. See Disclosure Submittal Checklist (LI-400) for additional submittal requirements.

ALL LICENSEES RENEWING LATE

- **Unlawful Licensed Activity Statement** (LI-555) – Completed in full with original ink signature from licensee. If you answered YES, submit a statement regarding any activity conducted while in expired or inactive status.

DISCLOSURES

ALL LICENSEES DISCLOSING AN ACTION OR INCIDENT TAKEN AGAINST YOU

- **Disclosure Submittal Checklist** (LI-400) – If you answered YES to any question on the **Renewal Questionnaire** (LI-244) **you must disclose the action or incident taken against you**. See the Disclosure Submittal Checklist for additional document submittal requirements.

LATE RENEWALS

- **A LATE RENEWAL IS CONSIDERED LATE EVEN 1 DAY AFTER EXPIRATION**

Even if the online system states you're status is Active your license is indeed **INACTIVE** and **YOU MUST STOP CONDUCTING ANY ACTIVITY** that requires a license. If you are a DB or SE and you or your agents are conducting business, contact the office immediately.

- **DESIGNATED BROKERS OR SELF EMPLOYEED BROKERS RENEWING LATE MUST RENEW IN OFFICE OR BY MAIL**

DB or SE **cannot** renew either their personal, entity (brokerage), or branch office late online. DB or SE must complete a renewal packet, Unlawful Licensed Activity Statement, (1 packet for their personal license renewal and 1 packet for the entity (brokerage) license renewal), along with the appropriate fees in office or by mail.

- **SALESPERSON OR ASSOC BROKER RENEWING LATE**

If renewing late **YOUR LICENSE HAS EXPIRED AND YOU ARE INACTIVE**. Even if the online system states you're status is Active your license is indeed **INACTIVE** and **YOU MUST STOP CONDUCTING ANY ACTIVITY** that requires a license. Upon renewal your license status will reflect Inactive until you have renewed, paid the renewal fee, and add or change your employer by form or online.

- **LATE ENTITY (BROKERAGE) RENEWAL**

If the entity (brokerage) or DB's license has expired. Complete the renewal pa DB or SE must complete a renewal packet, Unlawful Licensed Activity Statement, along with the appropriate fees in office or by mail.

FEES SCHEDULE

FEES MAY CHANGE WITHOUT NOTICE. Visit www.azre.gov for an up to date fee schedule. **Fees are due at time of renewal submittal online, in office, or by mail. A payment of a fee twice for the same transaction does not constitute the "good cause" required for the Department to issue a refund.** Remember, you pay less by renewing on-line.

Status or Type of License – Can I renew on-line?

Active	Licensee has a valid license and is actively employed under a broker. Eligible to renew in office, by mail, or online.
Inactive	Licensee has a valid license but is not currently employed. Eligible to renew in office, by mail, or online.
Expired	License has expired and licensee is eligible to renew up to 1 year past expiration date to remain a licensee. Eligible to renew in office, by mail, or online.
Terminated	Licensee has passed expiration date and has exceeded 1 year of expiration. Licensee is not eligible to renew and must contact AZRE to reinstate license. If your license expired more than one year ago, you must apply again as if applying for an original license. See A.R.S. § 32-2131
Provisional	Some provisional licensee's CANNOT renew online and must submit a paper renewal. Also, some provisional licensee's must have a signature from an Enforcement and Compliance officer before they can submit renewal forms or supporting documentation to AZRE for renewal. Call a customer service representative for verification.
Departmental Matter	Licensee has a valid license but CANNOT renew online and must submit a paper renewal. Also, some departmental matters must have a signature from and Enforcement and Compliance officer before they can submit renewal forms or any supporting documentation to AZRE for renewal. Contact a customer service representative for verification.

RENEWAL APPLICATION INSTRUCTIONS

Continued

CONTINUED EDUCATION REQUIREMENTS

You **DO NOT** need to submit continued education for the following licenses

- Entity (Brokerage)
- Branch Office's
- Cemetery / Camping Salesperson or Broker

You **DO** need to submit continued education hours for the following licenses **EVERY 24 MONTHS**

- Real Estate Salesperson **Active or Inactive**
- Real Estate Associate Broker or Broker **Active or Inactive**
- Real Estate Self Employed Broker or Designated Broker **Active or Inactive**. And must maintain a Brokers Management Clinic every upon expiration date.

CONTINUED EDUCATION (CE) COURSES / RENEWAL / AND FEES SCHEDULE

As of July 2008 - Every individual agent is responsible for inputting the CE course information in their personal page online in a timely manner. **Do not** submit hard copies to AZRE. The Department, school institutions, or any course instructor shall NOT be held responsible for submittal of licensees CE input.

To be eligible to renew your real estate license, all agents must complete a minimum of 24 credit hours of Arizona Department of Real Estate approved continuing education (CE) courses EVERY 24 months. **Original licensee's need** •24 CE hours before their expiration date and can renew up to but not before **90 days in advance** of expiration. **Licensees with a 4 year renewal date need** •24 CE hours in each 24 month period. •**The First 24 Months** 24 CE hours are due within the first 24 months. •**The Second 24 months** 24 credit hours are due no later than the license expiration date. Renewals can be processed up to but no earlier than **90 days in advance**. **If you fail to comply in a timely manner you will receive an Accelerated Settlement Agreement Process notice for Failure to Complete Continuing Education (CE) Requirements which may include penalty fees.**

To input course information visit our website at www.azre.gov. Under Quick Links click on **•Online License System**. Login to your personal page. Under **•I Want To** select **•Manage My Continued Education**. Under the menu select **•Submit Courses** to input the course number and course date information from the certificate you received upon completion of the course. Verify your CE input, or review courses still needed by selecting **•View Current Status** under the menu.

A minimum of 3 hours in each of 6 **mandatory categories, (bolded)** are required every 24 months. To complete the 24 credit hours, you must complete the 18 mandatory category hours plus an additional 6 hours, (elective) in any of the following.

Salesperson	Associate Broker	Designated Broker or Self Employed Broker
<input type="checkbox"/> Agency Law <input type="checkbox"/> Disclosure <input type="checkbox"/> Commissioner's Standards <input type="checkbox"/> 3 Hours Elective	<input type="checkbox"/> Contract Law <input type="checkbox"/> Fair Housing <input type="checkbox"/> Real Estate Legal Issues <input type="checkbox"/> 3 Hours Elective	<input type="checkbox"/> Agency Law <input type="checkbox"/> Disclosure <input type="checkbox"/> Commissioner's Standards <input type="checkbox"/> Real Estate Legal Issues <input type="checkbox"/> Contract Law
<input type="checkbox"/> Contract Law <input type="checkbox"/> Fair Housing <input type="checkbox"/> Real Estate Legal Issues <input type="checkbox"/> 3 Hours Elective	<input type="checkbox"/> Agency Law <input type="checkbox"/> Disclosure <input type="checkbox"/> Commissioner's Standards <input type="checkbox"/> 3 Hours Elective	<input type="checkbox"/> Fair Housing <input type="checkbox"/> 3 Hours Elective <input type="checkbox"/> 3 Hours Elective <input type="checkbox"/> *Brokers Management Clinic BMC (Active Only) <input type="checkbox"/> Broker Audit Declaration (BAD) completed upon expiration date

***Designated Brokers (DB) & Self Employed Brokers (SE)** are required to have a Broker Management Clinic in each twenty-four month period of licensure order to renew. The Broker Management Clinic may be used as the Commissioner's Standards category

*** VERY IMPORTANT NOTES ***

- ❖ If you are eligible to RENEW ONLINE, please do so. Remember, you pay less by renewing on-line.
- ❖ If you have not submitted your proof of legal residency, you must submit it no later than 4 days before the license expiration date by online submittal. If you have not satisfied proof four days prior to your expiration date you must submit proof in person or your license could expire.
- ❖ All licensees are solely responsible for submitting course information into the online system to get credit for any and all continuing education courses. Visit www.azre.gov and login to your personal page to submit course information.
- ❖ DO NOT submit copies or original course certificates to AZRE.
- ❖ Review the instructions for this application before submittal.
- ❖ It can take up to 2 weeks to process mailed in renewals depending on backlog. Mail will be processed and the date will revert to the received date if everything has been submitted complete and fees are paid. Post mark is verified for timely submittal.
- ❖ Make a COPY of this application for your records BEFORE you file.
- ❖ DO NOT submit the instructions when filing renewal.
- ❖ DO NOT submit by fax, scan, or email.
- ❖ All renewal forms must have original ink signatures – NO EXCEPTIONS
- ❖ Fees due upon receipt of all forms and supporting documentation.



ARIZONA DEPARTMENT OF REAL ESTATE (AZRE)

www.azre.gov

PHOENIX OFFICE
2910 N 44TH STREET STE-100
PHOENIX, AZ 85018

TUCSON OFFICE
400 W CONGRESS STE-523
TUCSON, AZ 85701

RENEWAL APPLICATION

LI-243

Please Print

Licensee's LEGAL Name if being renewed ➔			
Brokerage LEGAL Name if being renewed ➔			
AZRE ONLY - <input checked="" type="checkbox"/> ACC FOR ALL ENTITIES		<input type="checkbox"/> Good Standing	
License number being renewed ➔		Currently Expires On ➔	
Phone ➔	()	Fax ➔	()
Email Address ➔			
Do you have a PC or a PLLC? ➔		<input type="checkbox"/> No	<input type="checkbox"/> Yes
		AZRE ONLY - <input checked="" type="checkbox"/> ACC FOR ALL PC'S OR PLLC'S	
		<input type="checkbox"/> Good Standing	
If Yes, what is the PC or PLLC name? ➔			

Check type of renewal for this submittal. Mark all that apply.

- Salesperson Assoc Broker Designated Broker Sole Proprietor Provisional

How many offices need to be renewed if renewing employing broker license?

- Main Office Branch Office/s How many active branch offices need to be renewed? _____

Is this license currently? Mark all that apply.

- Active Inactive
 Provisional Departmental Matter

AZRE E&C USE ONLY	
E & C SIGNATURE	DATE
ORDER	

If you are Active complete the following Entity (Brokerage) Information below.

Employing Entity(Brokerage) Legal Name ➔			
Employing Entity(Brokerage) DBA Name ➔			
Physical Business Address ➔			
CITY	STATE	COUNTY	ZIP

X

PRINT LICENSEE'S NAME ORIGINAL INK SIGNATURE REQUIRED DATE

X

PRINT DESIGNATED BROKER NAME ORIGINAL INK SIGNATURE REQUIRED DATE

(If Sole Proprietor, in signing this form, I declare I am the ONLY person who owns, has exclusive title or legal right to the business.)

FOR AZRE USE ONLY			
EFFECTIVE DATE		DATE STAMP	RECEIPT
INPUT DATE			
EXPIRATION DATE			
TIMEFRAMED	TF 1 TF 2		
PROCESSED BY			



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RENEWAL QUESTIONNAIRE

LI-244

Please answer ALL questions and submit them to AZRE along with your Renewal Application. You must answer EVERY question. If you DO NOT answer every question your application will be considered incomplete and will be returned to you unprocessed. Be certain you understand the questions and that your answers are truthful and correct. Failure to answer these questions truthfully may result in disciplinary actions including, but not limited to, suspension or revocation. 2. A.R.S. § 32-2153 (B) (1). In addition, you may be subject to a civil penalty 3. A.R.S. § 32-2160.01

Since your last renewal or within the past 2 years, have you? (If this is your first renewal).

OR Since your last renewal or within the past 4 years, have you? (If you have a 4 year renewal).

1.	Have you had a professional or occupational license or registration of ANY kind denied, suspended, restricted, or revoked?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	Have you had an administrative order or ANY other disciplinary action taken against ANY license issued to you by any local, state, or federal regulatory agency?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	Have you voluntarily surrendered any license during the course of an investigation or disciplinary proceeding?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4.	Have you entered into ANY consent decreed, or had an injunction (either temporary or permanent), a suspension, an order or a judgment issued which prohibited or restricted you from engaging in ANY profession or occupation?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5.	Have you had any judgment or order against you by ANY court involving fraud, dishonesty, misrepresentation, unfair trade practice, or moral turpitude?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6.	Have you had any judgment or order entered against you by ANY court arising out of the conduct of any business in real estate, cemetery property, timeshare intervals, or membership campgrounds?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7.	Have you had ANY SUBDIVISION PUBLIC REPORT or REGISTRATION TO SELL real estate, timeshares, cemetery lots, or campground memberships denied or suspended?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
8.	Has ANY real estate recovery fund or similar fund, ever made a payment that was charged against you or against a business for which you were the qualifying party?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9.	Are there any disciplinary hearings, or other administrative actions pending against ANY professional or occupational licenses you hold in Arizona or in any other state?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
10.	Have you held or do you hold ownership interest of 10% or more to exercise control in any business, corporation, partnership, or limited liability company that you would have had to answer	<input type="checkbox"/> YES	<input type="checkbox"/> NO
11.	Have you been convicted or entered into a plea agreement or a plea of NOLO CONTENDERE (no contest) to ANY felony in Arizona or any other state whether or not the plea or verdict was set aside, judgment or sentencing was deferred, the conviction was dismissed or expunged, or you have been pardoned?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
12.	Have you been convicted or entered into a plea agreement or a plea of NOLO CONTENDERE (no contest) to ANY misdemeanor in Arizona or any other state whether or not the plea or verdict was set aside, judgment or sentencing was deferred, the conviction was dismissed or expunged, or you have been pardoned? NOTE – DUI AND RECKLESS DRIVING ARE MISDEMEANORS AND MUST BE REPORTED. Minor traffic citations do not constitute a misdemeanor or felony offence and do not need to be reported.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
13.	Are you CURRENTLY in a deferred period, in a diversion program, or convicted of a Class 6 Undesignated Offense, which has not yet been designated as a felony or misdemeanor to date of this application?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
14.	Are you CURRENTLY incarcerated, paroled, or on probation because of ANY conviction?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

If you answered YES to any questions 1 Thru 14, please answer the following.

1.	Have you previously disclosed the incident to AZRE in writing?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	Approximate date of disclosure >	Type of disclosure >	
If you have not previously disclosed the incident or action to AZRE in writing you must refer to the DISCLOSURE SUBMITTAL CHECKLIST (LI-400) for a list of additional required documents and supporting documentation that must be submitted to AZRE before your renewal application is submitted for processing.			
If you are unsure whether you have previously disclosed the incident or action to AZRE, contact a customer service representative and ask that your record be reviewed.			

CERTIFICATION OF ANSWERS

I Certify under penalty of perjury, under the laws of the State of Arizona, that the foregoing answers and statements given in this application are true and correct. I certify that at the time of the issuance of license I will be 18 years of age or older. I certify that if licensed I will not violate any provisions of the Real Estate Law nor abuse the privileges of a license.

	X	
Print Name	Original Signature of Applicant	Date

Review your application and make sure you have an ORIGINAL SIGNATURE where required. Attach supporting documentation and the required fee **before** submitting your request to AZRE. If AZRE receives an incomplete application, we will return the application to you **UNPROCESSED**.

ARIZONA DEPARTMENT OF REAL ESTATE

UNLAWFUL LICENSE ACTIVITY STATEMENT

DO NOT SUBMIT APPLICATIONS BY FAX OR E-MAIL
Original ink signature required

You are required to submit this form if you are renewing late **OR** have conducted any unlicensed activity during an EXPIRED or INACTIVE status license.

One form for each renewal is required if you are renewing an agents license and an entity license.

LATE RENEWALS

A LATE RENEWAL IS CONSIDERED LATE EVEN 1 DAY AFTER EXPIRATION. Even if the online system states you're status is Active your license is indeed **INACTIVE** and **YOU MUST STOP CONDUCTING ANY ACTIVITY** that requires a license. If you are a DB or SE and you or your agents are conducting business, contact the office immediately.

DESIGNATED BROKERS OR SELF EMPLOYEED BROKERS RENEWING LATE MUST RENEW IN OFFICE OR BY MAIL.

DB or SE **cannot** renew either their personal, entity (brokerage), or branch office late online. DB or SE must complete a renewal packet, Unlawful Licensed Activity Statement, (1 packet for their personal license renewal and 1 packet for the entity (brokerage) license renewal), along with the appropriate fees in office or by mail.

SALESPERSON OR ASSOC BROKER RENEWING LATE.

If renewing late **YOUR LICENSE HAS EXPIRED AND YOU ARE INACTIVE.** Even if the online system states you're status is Active your license is indeed **INACTIVE** and **YOU MUST STOP CONDUCTING ANY ACTIVITY** that requires a license. Upon renewal your license status will reflect Inactive until you have renewed, paid the renewal fee, and add or change your employer by form or online.

LATE ENTITY (BROKERAGE) RENEWAL

If the entity (brokerage) or DB's license has expired. Complete the renewal pa DB or SE must complete a renewal packet, Unlawful Licensed Activity Statement, along with the appropriate fees in office or by mail.

Under A.A.C. R4-28-306, Unlawful License Activity means:

- The performance of acts requiring a license under A.R.S. § 32-2122 by person who does not hold a current and active license;
- The performance of acts requiring a license by a person on behalf of a broker other than the person's employing broker; OR
- A broker's employment of a person as a salesperson or broker if the person does not hold a current and active license issued to the person under that employment.

Submit the following:

1. A completed and signed Activity Statement Form.
2. A written, signed statement, with explanation of why the unlawful license activity occurred. Identify the name and license number (if a licensee), of the individual that performed the unlicensed activity stating what activity that individual conducted during expiration or inactive status. You must acknowledge that no additional activities requiring a license shall be conducted unless and until the person's license is current and returned to active status.
3. A written and signed statement from the employing broker's designated broker identifying all unlawful license activity conducted on behalf of the employing broker license.
4. Under R4-28-306 the Department may require additional information and documents.
5. **FEES - FEES MAY CHANGE WITHOUT NOTICE.** Visit www.azre.gov for an up to date fee schedule. Fees are due at time of submittal in office, by mail, or online. A payment of a fee twice for the same transaction does not constitute the "good cause" required for the Department to issue a refund.

Note:

If your license information or status needs to be changed, you may submit the appropriate forms for said change. The Department will not process any change or changes until have renewed your license and/or resolved any unlawful license activity or other violations.



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UNLAWFUL LICENSE ACTIVITY STATEMENT

LI-555

PLEASE PRINT

Name of Agent or Entity ➔ (Renewing or Disclosing Unlicensed Activity)			
AZRE ONLY – CHECK ACC FOR ALL ENTITIES		<input type="checkbox"/> Good Standing / Comments	
License Number of Agent or Entity ➔		License Expires / Expired On ➔	
Phone ➔	()	Fax ➔	()
Email Address ➔			

I declare that the information below is true and correct, and my personal page at www.azre.gov reflects current information also.

Personal Address ➔			
City, State, Zip ➔			
Business Address ➔			
City, State, Zip ➔			
Do you have a PC or a PLLC? ➔	<input type="checkbox"/> No	<input type="checkbox"/> Yes	AZRE ONLY – <input checked="" type="checkbox"/> ACC FOR ALL PC'S OR PLLC'S
If Yes, what is the PC or PLLC name? ➔		<input type="checkbox"/> Good Standing	

If you must truthfully answer "YES" to any of the following questions, see instructions for supporting documents needed.

DESIGNATED BROKER ONLY Did one or more employees perform activities requiring a license when the person or persons did not hold a current license issued to the employing broker OR while the employing broker's license was expired or inactive status?	<input type="checkbox"/> NO	<input type="checkbox"/> YES
ALL LICENSEE'S 1. Did you conduct any activities that required a license during expired or inactive status?	<input type="checkbox"/> NO	<input type="checkbox"/> YES
2. Did you conduct any real estate activity or transactions on behalf of an entity that was not licensed with the Department	<input type="checkbox"/> NO	<input type="checkbox"/> YES
3. Did your activity or the activity of employees on behalf of the employing broker result in any offers or contracts to sell, lease, list or manage real estate, cemetery property or membership camping contracts?	<input type="checkbox"/> NO	<input type="checkbox"/> YES

I declare that the information that I have provided is completed, true and correct.

X

PRINT NAME		ORIGINAL INK SIGNATURE REQUIRED		DATE
FOR DEPARTMENTAL USE ONLY				
EFFECTIVE DATE			DATE STAMP	RECEIPT
INPUT DATE				
TIMEFRAME	TF 1	TF 2		
PROCESSED				

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DISCLOSURE DOCUMENT SUBMITTAL CHECKLIST

LI-400

Customer Name	License Number	Date of Submittal

- You answered **YES** to one or more questions on the Original Licensure Questionnaire, Renewal Questionnaire, or Reinstatement Questionnaire. Use this checklist to report or disclose any MISDEMEAMOR or CONVICTION, FELONY CONVICTION, JUDGMENT, RESTRICTION, DICIPLINARY ACTION, CIVIL JUDGMENT, OR, RECOVERY FUND PAYMENT. If you are not sure if the action taken against you needs to be reported, you must contact the court or agency in question for further clarification.
- If disclosing multiple incidents, **you must submit a separate statement for each incident on separate paper**. Each statement and supporting documentation should be sorted by incident and ready for review before submitting any disclosure to AZRE. AZRE cannot accept disclosures that are missing supporting documents or are deemed incomplete.
- This checklist is also used for disclosures or late disclosures regarding any incidents before an original license is/was issued **OR** between renewal periods in which an action needed to be reported to AZRE within 10 days of any of the above mentioned actions. (If you did not report or disclose an action within 10 days of or conviction on your original license **OR** upon renewal you must submit a late disclosure.) To complete your application for licensure and/or make a full disclosure of an action taken against you, you are required to provide all of the following:

AZRE CSR must initial each approved item and note REALM record upon review of each customer submittal.	
	ALL DISCLOSURES - SUBMIT A DETAILED STATEMENT WRITTEN BY YOU - INCLUDING THE FOLLOWING IF IT APPLIES TO YOUR CONVICTION, JUDGMENT, RESTRICTION, DICIPLINARY ACTION, CIVIL JUDGMENT, OR RECOVERY FUND PAYMENT. ___ Detail of Offence, ___ Conviction Date, ___Judgment, Sentence, or Type of Offence, ___Arresting Agency Name, ___Court Name & Location, ___Time Served, ___Total Fines, ___Required Classes, ___Probation Details, ___Termination of Probation, ___Signature, ___Date of Submittal.
	CHARACTER REFERENCE LETTERS – Three personal letters of character reference signed and dated within the past 90-days from 3 different individuals. (Duplicate and, mass produced letters, or letters written by discloser will not be accepted.) The letter must state how long the person has known you, (must be more than 1 year). The references must be 18 years of age or older, <u>not related to you by blood or marriage</u> . The letters must include the reference's signature, contact information, including telephone number, and date. Signature does not need to be original, but a signature is required.
	10 YEAR WORK HISTORY – Including the employer's name and addresses, supervisor's name and telephone number, dates of employment, position held and job description. Include all periods of unemployment. Resume style is acceptable.
	Proof of Legal Presence Documentation – Copy of photo ID required if not already on AZRE record. Visit www.azre.gov for a list of other acceptable documents.

DISCLOSURE DOCUMENTATION REQUIRED FOR ALL MISDEMEANOR OR FELONY OFFENCES

***CERTIFIED DOCUMENTS - DO NOT ALTER, HIGHLIGHT, WRITE ON, REMOVE PAGES, OR REMOVE STAPLES, (EVEN TO MAKE COPIES) FROM ANY CERTIFIED DOCUMENTATION. THIS NULLIFIES THE CERTIFICATION AND THE DOCUMENTATION WILL NOT BE ACCEPTED FOR SUBMITTAL. If a record has been purged, destroyed, or are no longer available by the court or arresting agency, you must obtain a statement to the effect on letterhead from the court or arresting agency to replace the certified documentation request.**

FOR CRIMINAL OFFENCES, AS APPLICABLE

_____ **FINGERPRINT CARD** - FOR ALL MISDEMEANOR OR FELONY OFFENCES AND APPROPRIATE FEE DUE – SEE FEE SCHEDULE

***CERTIFIED COPIES OF THE RECORDS FROM THE COURT OF JURISDICTION, WHICH MAY INCLUDE THE FOLLOWING**

- | | |
|---|---|
| _____ Complaint and Indictment | _____ Pre-Sentence Report |
| _____ Plea Agreement | _____ Judgment |
| _____ Probation Information | _____ Sentencing Documents |
| _____ Order of Dismissal from Probation | _____ Order Expunging, Dismissing, or Vacating a Conviction and restoring civil rights. |

***CERTIFIED COPIES OF THE RECORDS FROM THE ARRESTING AGENCY** (Ask court for information on locating this report.)

_____ **THE POLICE OFFICER'S NARRATIVE, (POLICE REPORT) CONCERNING THE ARREST OR CITATION.**
(This report is **not** in the court documentation and must be obtained for AZRE records.)

FOR DENIALS, RESTRICTIONS, OR DICIPLINARY ACTIONS AGAINST A PROFESSIONAL LICENSE, AS APPLICABLE

***CERTIFIED COPIES FOR EACH THAT APPLY TO YOUR ACTION, WHICH MAY INCLUDE THE FOLLOWING**

- | | |
|---|--|
| _____ Notice of Hearing and Complaint | _____ Answer |
| _____ Findings of Fact and Conclusions of Law | _____ Final Order or Administrative Ruling |
| _____ Consent or Settlement Agreement | _____ Recovery Fund Payment |
- _____ A current license history from each state in which you currently hold a professional or occupational license, and in which you held a license within the preceding five years. To be considered current, the license history must have been issued within 90 days of your filing with AZRE.

CIVIL JUDGMENTS, AS APPLICABLE

***CERTIFIED COPIES OF THE FOLLOWING, AS APPLICABLE, WHICH MAY INCLUDE THE FOLLOWING**

- | | | |
|--|----------------|--------------------------------|
| _____ Complaint and/or Amended Complaint | _____ Judgment | _____ Satisfaction of Judgment |
|--|----------------|--------------------------------|