

# DISCLOSURE DOCUMENT CHECKLIST

Applicant Name: \_\_\_\_\_ Date filed: \_\_\_\_\_

**The following highlighted items were missing from your license application. Please provide the following documentation related to your disclosure in the order listed, and return this original checklist with your application.**

- \_\_\_\_\_ Proof of Legal Presence Documentation
- \_\_\_\_\_ All three **original** Prometric (blue) examination score reports.
- \_\_\_\_\_ **Original** Education Certification and any attachments from the school.
- \_\_\_\_\_ Contract Writing certificate OR for a broker, a copy of the Broker Management Clinic.
- \_\_\_\_\_ **Original** Questions & Certification of Answers (questionnaire).
- \_\_\_\_\_ Completed renewal form if renewing (Must be signed by employing broker if license is active).
- \_\_\_\_\_ Detailed statement; signed and dated, details of conviction, conviction date, judgment, include location of court, time served, fine amount, required classes, probation time and termination of probation (if applicable). If more than one conviction, provide a detailed statement for each incident.
- \_\_\_\_\_ Three letters of reference from individuals, who have known you for at least one year, are at least 18 years of age, and are not related to you by blood or marriage. The letters must be signed and dated within the past 90 days and must include the printed/typed name, contact information and the telephone number of the signer.
- \_\_\_\_\_ Ten year work history (resume style); Employer's name, address, phone number, supervisor's name, job title and responsibilities. Include any periods of unemployment.

**DO NOT REMOVE STAPLES FROM CERTIFIED DOCUMENTS AS IT NULLIFIES THE CERTIFICATION**  
**If records are no longer available, obtain written statement to that effect from that agency or court.**

**Criminal Offenses: If more than one incident, include certified copies for each**

- \_\_\_\_\_ **Certified** copy (stamp or seal) of the Police Report with the officer's narrative (from arresting agency).
- \_\_\_\_\_ **Certified** copy (stamp or seal) of the Court documents to include all of the following that apply:
  - \_\_\_\_\_ Complaint and or Indictment
  - \_\_\_\_\_ Plea agreement
  - \_\_\_\_\_ Judgment
  - \_\_\_\_\_ Order of dismissals and/or Order(s) of Probation dismissal or restoration of rights.
  - \_\_\_\_\_ Completed fingerprint card (\$29 processing fee payable to ADRE). This is in addition to the fee paid to have your prints taken.
  - \_\_\_\_\_ Presentence report
  - \_\_\_\_\_ Sentencing documents

**Denial, Restriction or Disciplinary Action against a Professional License, include certified copies for each:**

- \_\_\_\_\_ Notice of Hearing and Complaint
- \_\_\_\_\_ Findings of Fact and Conclusions of Law
- \_\_\_\_\_ Consent or Settlement Agreement
- \_\_\_\_\_ A current license history from each state in which you currently hold a professional or occupational license.
- \_\_\_\_\_ Your answer to the charge(s)
- \_\_\_\_\_ Final Order or Administrative Ruling

**Civil Judgments, including any Recovery Fund Payment, include certified copies for each:**

- \_\_\_\_\_ Complaint and/or Amended Complaint
- \_\_\_\_\_ Satisfaction of Judgment
- \_\_\_\_\_ Judgment

Comments: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_