

Wisconsin Department of Safety and Professional Services

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DIVISION OF ENFORCEMENT

REPORT OF CONVICTION

If you have been convicted of a felony or misdemeanor in this state or elsewhere, you are required to notify the Department in writing of the date, place and nature of the conviction within 48 hours after the entry of the judgment of conviction. To report a conviction, **complete this form and return it** to the Department.

The information requested on this form will be used to determine whether the circumstances of your conviction substantially relate to the circumstances of the profession for which you are licensed. The Fair Employment Act (Wis. Stat. §§ 111.31-111.395) generally prohibits employment discrimination on the basis of conviction record unless the circumstances of the conviction substantially relate to the circumstances of the particular job or licensed activity. The information you provide on this form may be verified against criminal information records. If more than 48 hours have passed since your conviction, you should still submit this form. You may provide an explanation for any delay in reporting on the space for comments below. Failure to report a conviction may constitute independent grounds for the imposition of discipline against your license.

Last Name	First Name	MI	Former / Maiden Name(s)
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Your Street Address (number, street, city, state, zip)

Mail To Address (if different)

Date of Birth _____ month day year	Type of Credential and License Number _____
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Please list below a description of the circumstances of your conviction(s).

<u>OFFENSE</u>	<u>DATE</u>	<u>CITY/STATE</u>

Attach additional sheet(s) if necessary.

It is your responsibility to submit certified copies of the police report or criminal complaint and judgment of conviction to the Department. If you are sending copies under separate cover, please explain in the comments section below.

