Pursuant to § 54.1-204 of the Code of Virginia:

No person shall be denied a license, certification or registration of any regulated occupation or profession solely because of a prior criminal conviction. However, if the criminal conviction relates to the applicant being unfit or unsuited to engage in such an occupation or profession, this request may be denied, but not without scheduling and conducting an Informal Fact-Finding (IFF) Conference through the Department of Professional and Occupational Regulation (the Department).

By completing, signing and submitting this Real Estate Criminal Conviction Reporting Form, you are requesting the Department to proceed with processing your application and conducting an IFF Conference if necessary. The information requested below is not required, but is helpful information that will become an important part of your application file. The information provided below will help expedite this process.

For existing Real Estate licensee holders, if you are required to report a NEW criminal conviction, complete the DPOR Criminal Conviction Reporting Form located on our Forms and Applications page: www.dpor.virginia.gov/FormsAndApplications/

**APPLICANT INFORMATION**

**INITIAL (NEW) REAL ESTATE APPLICANT ONLY**

- Individual Legal Name  (As it appears on your government issued ID or other legal documentation.)
  
  Last (required)  First (required)  Middle  Generation

- Apply for licensure as:  ☐ Salesperson  ☐ Broker

- Provide at least one of the following identification numbers:
  
  ☐ Social Security Number and/or [___-____-____]
  
  ☐ Virginia DMV Control Number [___-____-____]

- Enter the same identification number as used on examination, previous applications or licenses on file with the department.

**REPORTING REQUIREMENTS:**

- "Convicted" includes:
  
  • Any local, county, state or federal felony convictions, and all military and foreign convictions.
  
  • Misdemeanor convictions involving moral turpitude, sexual offense, drug distribution or physical injury within the past five (5) years.
  
  • A plea of guilty, or a plea of nolo contendere (or "no contest").
  
  • Convictions as a minor (under 18 years of age) if tried as an adult.

- Exceptions to "Convicted": DO NOT DISCLOSE
  
  • Any violations adjudicated as a minor in the juvenile court system.
  
  • Convictions pardoned, set aside, reversed, expunged, pending disposition, adjudication withheld, deferred judgment or otherwise rendered inoperative.

(Photocopies of this sheet may be required if reporting more than one conviction.)
I. Criminal Convictions:

_complete the following table for each criminal conviction you are reporting:

<table>
<thead>
<tr>
<th>Date of Conviction</th>
<th>State/Jurisdiction</th>
<th>Description of Conviction</th>
<th>Type of Conviction</th>
<th>Disposition (probation, parole, fine, sentence, etc.)</th>
<th>Status (check all that apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td>☐ Felony ☐ Misdemeanor</td>
<td>☐ Incarcerated ☐ On Probation ☐ On Parole</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td>☐ Felony ☐ Misdemeanor</td>
<td>☐ Incarcerated ☐ On Probation ☐ On Parole</td>
</tr>
</tbody>
</table>

II. Facts & Circumstances:

_complete the following questions for each conviction reported in Section I:

**Conviction #1**

A. List the Conviction(s): __________________________________________________________
   
   Multiple offenses that occurred on the same day or at the same time, can be reported as one event.

B. State/Jurisdiction of the Conviction: ____________________________

C. Provide a detailed explanation of the facts and circumstances that led to your conviction:

D. Describe in detail your conduct and work activities **before** the conviction:

E. Describe in detail your conduct and work activities **after** the conviction:

(Photocopies of this sheet may be required if reporting more than one conviction.)
F. Explain how you have changed as a result of your conviction:

Include a list of all classes, training program(s), information on the status of incarceration, parole or probation; documentation of rehabilitation efforts; and letter(s) of reference. You may provide proof and certificates.

SIGNATURE

Provide any additional information about yourself or your circumstances you wish the department to take into consideration in regards to your conviction(s) listed above:

I, the undersigned, certify that the foregoing statements and answers are true, and that I have not suppressed any information that might affect the Board's decision to approve my pending application. I will notify the Board of any changes to the information provided on my application prior to receiving the requested license, certification, or registration.

Signature ____________________________ Date ______________

This form must be included with your Salesperson License Application or Broker License Application.

Signature of Principal or Supervising Broker:

Principal or Supervising Broker's Signature ____________________________ Date ______________

Principal Broker ☐ Supervising Broker ☐

Broker's Virginia Real Estate License Number: 02 2 5

DO NOT INCLUDE DASHES (1234567890)