

BACKGROUND PAPERWORK

1. Certified copies of Complaint/Arrest Affidavit.
2. Certified copies of the Information, Indictment or other charging documents.
3. Certified copies of the Judgment and Sentence.
4. Certified copies of final disposition
5. Certified copy of Order Terminating Probation.
6. If adjudication of guilt was withheld, provide certified copies of Order Withholding Adjudication of Guilt and Placing Defendant on Probation.
7. If entered into Pre-Trial Program, provide certified copies of Order Placing Defendant in and completion of Pre-Trial Intervention or Diversion Program.
8. If civil rights were lost, provide evidence that they have been restored with a certified copy of application law enforcement agency form attesting that civil rights have been restored.
9. If records were sealed pursuant to Section 943, provide a certified copy of the Sealing or Expungement Order.
10. A written explanation outlining the events which led to each of the arrest/charges.

Certified means the document must bear the original seal and signature of the appropriate clerk or court. If no records are available, you must provide a certified letter from the clerk of courts stating that the records are not available.