



## IMPORTANT NOTICE

**TO:** All Applicants

**FROM:** Rosemary McCool, Director, Division of Registrations

**SUBJECT:** Licensure and Criminal History

Thank you for your interest in becoming a licensed\* professional within the Division of Registrations. Before you submit your application, please be aware of a few facts regarding criminal conduct, convictions, and disciplinary actions in other states.

The mission of the Division of Registrations is “public protection through effective licensure and enforcement.” One way the Division safeguards consumers is by issuing licenses to fully qualified, competent, and ethical applicants.

During the licensing process – and depending on the specific application – the Division will ask whether you have ever been disciplined in any state, arrested, charged, convicted, or pled guilty to a crime. An arrest, subsequent criminal conviction, or disciplinary action is not an automatic disqualification from licensure. Instead, the appropriate board or program will look at the facts surrounding the criminal conduct and disciplinary action to determine whether you are fit for licensure. You should know that licensure is a privilege, not a right. One thing you must do to obtain the privilege is to be completely honest on your application.

Be sure to list all relevant complaints, disciplinary actions, arrests, charges, or convictions in response to the licensure questions. Failure to fully disclose could constitute grounds alone for denial of your application or revocation of your license. More important, avoid some of the common excuses we have heard from people who failed to disclose, such as:

- My attorney told me I didn’t have to disclose the criminal conduct or disciplinary actions.
- I didn’t think the prior conduct had anything to do with the profession.
- I didn’t think the disciplinary action, arrest, charges, or conviction was still on my record.
- I didn’t think it was subject to disclosure because I received a deferred sentence/judgment.

Remember, there is no excuse not to disclose disciplinary actions and criminal conduct. Even after licensure, you are still required to notify your professional licensing board or program about subsequent convictions and disciplinary actions in other states.

The Division conducts audits of its licensing database against several criminal and national disciplinary databases. This allows the Division to verify the truthfulness of your application and track subsequent criminal and disciplinary conduct after initial licensure. Keep in mind, you will not necessarily be revoked or denied a license if you have been disciplined, arrested, charged or convicted, but you will most likely be denied or revoked if you fail to disclose it.

*\*The word "license" is used as a general term. While most of the professions and occupations are licensed, others may be registered, certified, or listed. For precise terminology and requirements related to a profession or occupation, please consult the [website](#) of the appropriate board or program.*



- **If you have been approved for the exam and have not taken the exam in more than one (1) year**, you must complete this reapplication.
- **Provide documentation of any name change.** If your name has changed since you obtained a previously-issued license, or if your name is different on any of your supporting documentation, you must provide a copy of the legal document verifying the name change (i.e., marriage license, divorce decree, or court order).
- **Return the completed form** with any supporting documentation to: Division of Registrations, Office of Licensing, 1560 Broadway, Suite 1350, Denver, Colorado, 80202.

**The content of this application must not be changed. If the content is changed, the applicant may be referred to the Colorado State Attorney General's Office for violation of Colorado law.**

I am reapplying for the following exam (check one):  Residential Plumber  Journeyman Plumber  Master Plumber

**PART 1—APPLICANT INFORMATION**

<b>Name:</b> Last:	First:	Middle:	Suffix:
<b>Previous Name(s):</b>			
<b>Social Security Number: *</b>	<b>Date of Birth</b> (mm/dd/yyyy):	<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>Place of Birth</b> (city and state, or foreign country):			
<b>Mailing Address:</b>	PO Box, Street:	City, State, Zip:	
This is a <input type="checkbox"/> Home <input type="checkbox"/> Business			
<b>Daytime Telephone Number:</b> (     )	<b>E-mail Address:</b>		
	Preferred method for communication: <input type="checkbox"/> Mail <input type="checkbox"/> E-mail		

**PART 2—EMPLOYMENT INFORMATION**

Are you currently employed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Employer Name:</b>	
<b>Employer Address:</b>	PO Box, Street:
	City, State, Zip:
<b>Employer Telephone Number:</b> (     )	<b>Hire Date:</b>

**PART 3—LICENSE INFORMATION**

If you do not hold a Colorado plumbing license and you have worked in Colorado, are you registered as an apprentice with this Board?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If <b>NO</b> , provide an explanation:	

\*Social Security Number Disclosure: Section 24-34-107(1) of the Colorado Revised Statutes requires that every application by an individual for a license issued pursuant to the authority set forth in title 12, C.R.S., by the Department of Regulatory Agencies, shall require the applicant's social security number. Disclosure of your social security number is mandatory for purposes of establishing, modifying, or enforcing child support under § 14-14-113 and § 26-13-126, C.R.S.; and locating an individual who is under an obligation to pay child support as required by § 26-13-107(3)(a)(I)(A), C.R.S. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Disclosure of your social security number is voluntary for disclosure to other state regulatory agencies, testing and examination vendors, law enforcement agencies, and other private federations and associations involved in professional regulation for identification purposes only. Your social security number will not be released for any other purpose not provided for by law.

**PART 4—SCREENING QUESTIONS**

1. Have you ever been convicted of a felony under the laws of Colorado or any other state?  YES  NO  
➤ If **YES**, you must complete the *Information Regarding Felony Conviction* form available on the Plumbing Board website at [www.dora.state.co.us/plumbing/forms/FelonyConviction.pdf](http://www.dora.state.co.us/plumbing/forms/FelonyConviction.pdf).
2. Have you ever entered a plea of guilty of a felony or had a plea of nolo contendere accepted by the court in Colorado or any other state?  YES  NO  
➤ If **YES**, you must complete the *Information Regarding Felony Conviction* form available on the Plumbing Board website at [www.dora.state.co.us/plumbing/forms/FelonyConviction.pdf](http://www.dora.state.co.us/plumbing/forms/FelonyConviction.pdf).
3. Have you ever been denied application or a license as a plumber, or been disciplined and/or revoked with regard to the practice of plumbing, or practiced plumbing in violation of Colorado's law or any other state?  YES  NO  
➤ If **YES**, provide an explanation, a copy of the disciplinary documents, and documentation regarding the current status of the action with your application.

**ATTESTATION**

I state under penalty of perjury in the second degree, as defined in C.R.S. 18-8-503, that the information contained in this application is true and correct to the best of my knowledge. In accordance with C.R.S. 18-8-501(2)(a)(I), false statements made herein are punishable by law and may constitute violation of the practice act.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date