



Exemption Request Checklist

This checklist is being provided for your convenience in gathering the necessary documents to submit an Exemption from Disqualification Request.

You are required to provide **ALL** of the information below that applies to your circumstance.

You should check off each item as you obtain it. You do not need to return this document with your request. The documents below, however, must be returned with the Request for Exemption.

Your exemption request will not be considered until all documentation is received.

CLERK OF THE COURT CERTIFIED Final Court Dispositions and Petition – The disposition is the court document that states what you were sentenced for and the conditions of your sentence. A certified copy of the State Attorney’s Petition, Arraignment, Judgment, Sentencing, and Final Disposition Orders, **for each of your criminal offenses that appear on your Florida (FDLE) and National (FBI) criminal history** is required. Certified Court documents may be obtained from the Clerk of the Court in the county in which the offense occurred. **If this information is not available, a statement from the Clerk of Court and State Attorney’s Office that the record does not exist or has been destroyed is acceptable. The statement from these agencies must include reference to any alias names in addition to your present name. Fax copies of these documents are not acceptable. Internet printouts of court findings are not acceptable.**

Official Arrest Report or Charging Affidavit – The arrest report is a detailed narrative prepared by law enforcement that explains the reason for your arrest. A copy of the arrest report/ charging affidavit **for each of your criminal offenses** is required. Arrest reports may be obtained from the law enforcement (police department, sheriff’s office, etc.) agency that made the arrest. **If the report is not available, a statement from the Law Enforcement Agency that the record does not exist or has been destroyed is acceptable. The statement from these agencies must include reference to any alias names in addition to your present name. Fax copies of these documents are not acceptable.**



- Completion of Sanctions** – Completion of **probation/ parole, fines, restitution, or other court ordered sanctions** are required for your disqualifying offenses. This documentation can be obtained from the Clerk of Court in the county in which the offense occurred. This must include the date in which the payment/ completion of the sanction was satisfied.

- Proof of your rehabilitation** –Rehabilitation includes successful completion of a court – ordered treatment or counseling program, educational or training certificates, proof of participation in community activities, special recognition, or awards received. Please indicate if you did not receive court ordered rehabilitation or did not seek any voluntarily.

- Letters of Recommendation** – Provide **two or more original, signed and notarized** letters of recommendation/ letters of reference that will attest to your good moral character. All character reference letters need to be original and current. These may be from anyone (for example professionals, prior employers, educators, counselors, etc.) that is familiar with your past and present character. Individuals providing a letter of recommendation should include their name, address, and telephone number for verification or possible interview. Use of official letterhead is recommended, as applicable.

- A copy of the Affidavit of good Moral Character or Child Care Attestation of Good Moral Character-** You can obtain this from your current or potential employer.