



## ARIZONA BOARD OF FINGERPRINTING

PO Box 6129 • Phoenix, Arizona 85005-6129  
Telephone (602) 265-0135 • Fax (602) 265-6240  
info@fingerprint.az.gov • www.fingerprint.az.gov

---

### COURT DOCUMENTS

Supplying complete and correct court documents is one of the more challenging—but also one of the more important—application requirements. The challenge lies in knowing what to provide and where to get it from. These instructions should help you understand what the Board is looking for. In addition, we've attached examples of the kinds of court documents you might have to submit.

Court documents show the Board one of two things. First, they show the disposition of certain charges. Second, they show whether you completed your sentence, if you were convicted.

“Disposition” means what finally happened after you were arrested or charged. Examples are conviction, acquittal, dismissal, or dropped charges.

Ask yourself the following questions for each of your criminal charges when deciding what documents to submit.

- *Were you convicted (found guilty or pleaded no contest)?* If you were convicted, you must provide court documents that show whether you completed your sentence, even if the sentence was minor and even if the offense occurred a long time ago.
- *In its letter denying or suspending your fingerprint clearance card, did the Department of Public Safety (DPS) say that it could not determine the disposition of a charge?* If so, you must provide court documents showing the disposition; if you were convicted, you must also provide documents that show whether you completed your sentence. (Normally, the DPS letter says something like, “The Department was unable to determine the disposition within the statutorily prescribed time frame.”)

To get the court documents, you must go to the court that would have dealt with your criminal case. Under state law, you have the burden of proving that you're rehabilitated or, if DPS could not determine the disposition of the charge, that you were not convicted. That means it's your responsibility to contact the court and get the documents. The Board staff will not do that for you. If the court is out of state or far away, you usually can call or write to the court and get the appropriate documents.

Applicants sometimes say that they don't remember which court they appeared in. Although that might be true in a few cases, be careful: the Board is very skeptical when applicants make this claim. The Board usually assumes that a criminal proceeding would be a memorable event, even if it occurred a long time ago, so the applicant should remember what court he or she appeared in.

If your offense or charge occurred a long time ago, the appropriate court may not have a record anymore. Courts often get rid of their records to save archive space, so the court may not have a record of your proceedings anymore. If the court doesn't have a record, you should ask the court for documentation that it searched its records and could not find your case. Courts won't purge a record unless it has been closed, so a statement from the court that it could not find a record for you shows the Board either (1) that you were not convicted or (2) if you were convicted, you completed your sentence.

Sex [REDACTED] Wt [REDACTED] Ht [REDACTED] Eyes [REDACTED] Hair [REDACTED] Origin [REDACTED] Lang [REDACTED]  
Total Due Warrants VT Defaults Boot & Tow Drivers License User ID  
\$ \$ 0.00 \$ \$0.00 RECORDS

Comments:

-----  
CONCLUDED CASES

V  
Case: [REDACTED] CR Hearing: NSA [REDACTED] Ctrm: J1 Loc: RECC  
Charge Viol Viol Date Stat Find AOC Conc Dt SA Drug Acc  
[REDACTED] 13-1502A1 TRESPASS [REDACTED] CONC G [REDACTED]  
[REDACTED] 13-2904A3 DISORDLY [REDACTED] CONC D [REDACTED]  
[REDACTED] 4-244.9 MNR POSS [REDACTED] CONC D [REDACTED]

EXPLANATION OF CODES:

Stat CONC CONCLUDED

Find G Guilty By Plea  
D Dismiss Without Prejudice

\*\*\*\*END OF REPORT\*\*\*\*

RECEIVED

SEP 27 2007

IN THE IOWA DISTRICT COURT FOR Story COUNTY

THE STATE OF IOWA,  
Plaintiff

Cause #: [REDACTED]

vs.

[REDACTED]  
Defendant

**ORDER OF DISCHARGE  
FROM PROBATION IMPOSED  
FOR:  
  
D Felony**

Defendant has heretofore received a suspended sentence of imprisonment and was placed on formal probation to the Second Judicial District Department of Correctional Services for a period of three (3) years. Defendant's probation officer has reported to the Court that since being placed on probation, Defendant has satisfactorily complied with the conditions of supervision. The probation officer recommends that probation be discharged and the County Attorney does not resist the recommendation.

In view of the foregoing, the Court

**FINDS**

That the purposes of probation have been fulfilled and Defendant should be discharged from probation.

It is **THEREFORE ORDERED:**

That the Defendant is hereby granted a final discharge from the probation imposed herein.

It is **FURTHER ORDERED:**

That the Clerk of Court enter a Civil Judgment against the Defendant for the restitution balance, if any, owed by the Defendant to the victim(s) of the crime. The defendant is ordered to make payments **DIRECTLY** to the Clerk of Court of this county in the amount previously ordered in the Plan of Payment. Failure of the Defendant to comply with the Plan of Payment shall constitute Contempt of Court.

It is **FURTHER RECOMMENDED:**

That the **CITIZENSHIP RIGHTS** of the Defendant  
  X   be restored.  
       not be restored.  
       does not apply (Serious Misdemeanor)

Signed this [REDACTED] day of [REDACTED], 2005.

[REDACTED]  
Judge of the 2nd Judicial District

**CLERK TO FURNISH COPIES TO:**

- County Attorney
- Defendant
- Defendant's Attorney
- Department of Correctional Services, 509 Main, Ames, IA 50010

Mesa Municipal Court 245 West 2nd Street Mesa, AZ 85201  
(480) 644-2255 or WWW.CityofMesa.org

STATE OF ARIZONA

Plaintiff,

VS

Litigant

RECORDS MANAGEMENT CENTER

CLERK

FILE

MESA MUNICIPAL COURT  
DOES NOT HAVE RECORD  
OF THE REQUESTED INFORMATION

Litigant's Name:

Litigant's Date of Birth:

Case Number:

Complaint Number:

Date of Hearing:

Judge:

Courtroom:

Unknown

Unknown

Unknown

Unknown

Unknown

The Mesa Municipal Court received your request for records on the above referenced matter. Court staff have researched the information you have provided and are unable to locate any records.

Enclosed is the request for records you submitted.

You may contact the Records Management Center for the Mesa Municipal Court at (480) 644-3811, if you have any questions.

Court Clerk:

ID Number:

REC'D FEB 06 2008