



Thirty Day Arrest & Conviction Reporting Form

Illinois Department of Financial and Professional Regulation - Division of Professional Regulation
320 West Washington Street, 3rd Floor
Springfield, Illinois 62786

1. As set forth in [68 IAC 1240.540\(a\)](#), the following licensees shall notify the Division in writing, using this form, within thirty (30) days after any **conviction(s), arrest(s), felony information, and/or indictment(s)** against him or her:
 - canine handlers
 - fingerprint vendors
 - firearm instructors
 - locksmiths
 - permanent employee registrant card holders (PERCs)
 - private alarm contractors
 - private detectives
 - private security contractors
2. Email complete signed forms to FPR.DPREAU@illinois.gov within **thirty (30) days**.
3. Provide a copy of the complete signed form to your current employer, if any:

Licensee Name:	License No.:
Licensee Email:	Licensee Phone No.:
Licensee Address, City, State, Zip Code:	
<input type="checkbox"/> <i>check if address changed</i>	

MANDATORY REPORTING INFORMATION

Date:
Description of conviction(s), arrests, felony information, and/or indictments:
<i>Please use additional pages if needed and attach all relevant documentation.</i>

CERTIFICATION

Under penalty of perjury, as provided by law pursuant to Section 1-109 of the Illinois Code of Civil Procedure, I herein certify that this Thirty Day Arrest & Conviction Reporting Form and the information herein are true and accurate. Failure to provide such a report to the Division shall be grounds for discipline as set forth in 225 ILCS 447/40-10.	
Signature:	Date: