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: ☐ check if address changed	
MANDATORY REPORTING INFORMATION	
Date:	
Description of conviction(s), arrests, felony information, and/or indictments: *Please use additional pages if needed and attach all relevant documentation.*	
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: