



ARIZONA DEPARTMENT OF PUBLIC SAFETY

GOOD-CAUSE EXCEPTION

To apply for a Good Cause Exception, an applicant shall submit the following materials to the Board within 60 days from the date on the Department's Denial Notice.

NOTE: IF ALL ITEMS LISTED ARE NOT INCLUDED, THIS PACKET WILL BE RETURNED

1. A good-cause exception application form (this form).
2. Two letters of reference, on the attached form(s), that attest to the applicant's rehabilitation and meet the following requirements:
 - a. One letter of reference from an individual who has known the applicant at least one year; and
 - b. At least one letter of reference is from the applicant's current or former employer or an individual who has known the applicant at least three (3) years
3. If the Department's notice indicates that the Department was unable to determine the disposition of a felony charge, a copy of documents from the appropriate court showing the disposition of the felony charge or showing that records regarding the felony charge against the applicant either do not exist or have been purged; and
4. For every felony conviction, regardless of whether the conviction is listed on the Department's notice, a copy of documents from the appropriate court showing that the applicant met all judicially imposed sentencing terms or that records regarding the applicant either do not exist or have been purged.
5. An applicant may submit other documents that the applicant wants the Board to consider in determining whether to grant a good-cause exception.

Per A.R.S. § 32-2412, the board may grant a Good Cause Exception if:

- A. If a person shows at a hearing to the board's satisfaction that the person is not awaiting trial on or has not been convicted of committing any of the offenses listed in section 41-1758.03, subsection B, the board may grant a good cause exception for the following:
 1. A misdemeanor offense if the person completed all terms of sentencing.
 2. A felony offense if ten or more years have passed since the person completed all terms of sentencing.
- B. Before granting a good cause exception at a hearing, the board shall consider all of the following in accordance with board rule:
 1. The extent of the person's criminal record.
 2. The length of time that has elapsed since the offense was committed.
 3. The nature of the offense.
 4. Evidence supporting any applicable mitigating circumstances.
 5. Evidence supporting the degree to which the person participated in the offense.
 6. Evidence supporting the extent of the person's rehabilitation, including:
 - (a) Completion of probation, parole or community supervision.
 - (b) Whether the person paid restitution or other compensation for the offense.
 - (c) Evidence of positive action to change criminal behavior, such as completion of a drug treatment program or counseling.
 - (d) Personal references attesting to the person's rehabilitation.
- C. If seeking a good cause exception, at least five days before the hearing, the applicant shall submit to the department any evidence the applicant will be presenting at the hearing.

Arizona Department of Public Safety Security Guard/Private Investigation Licensing Unit

Mailing: PO Box 6328, MD 3140, Phoenix, AZ 85005-6328

Physical: 2222 West Encanto Boulevard, Phoenix, AZ 85009
(602) 223-2361

GOOD-CAUSE EXCEPTION

APPLICANT INFORMATION					
FULL LEGAL NAME				DATE OF BIRTH	
ANY OTHER NAMES EVER USED					
SSN	HOME TELEPHONE NUMBER	DAYTIME TELEPHONE NUMBER	EMAIL ADDRESS		
MAILING ADDRESS			CITY	STATE	ZIP CODE
LIST ALL FELONY/MISDEMEANOR ARRESTS NOT LISTED ON THE DEPARTMENT'S NOTICE:					
CHARGE					
WHO ELSE WAS INVOLVED IN THE EVENT LEADING TO THE ARREST?					
CIRCUMSTANCES LEADING TO THE ARREST					
MITIGATING CIRCUMSTANCES, IF ANY					
DISPOSITION OF THE CHARGE					
TERMS OF SENTENCING, IF ANY					
HAVE THE SENTENCING TERMS BEEN COMPLETED SATISFACTORILY? ☐ Yes ☐ No					
CHARGE					
WHO ELSE WAS INVOLVED IN THE EVENT LEADING TO THE ARREST?					
CIRCUMSTANCES LEADING TO THE ARREST					
MITIGATING CIRCUMSTANCES, IF ANY					
DISPOSITION OF THE CHARGE					
TERMS OF SENTENCING, IF ANY					
HAVE THE SENTENCING TERMS BEEN COMPLETED SATISFACTORILY? ☐ Yes ☐ No					

Arizona Department of Public Safety Security Guard/Private Investigation Licensing Unit

Mailing: PO Box 6328, MD 3140, Phoenix, AZ 85005-6328

Physical: 2222 West Encanto Boulevard, Phoenix, AZ 85009
(602) 223-2361

GOOD-CAUSE EXCEPTION

CONTINUATION OF ALL FELONY ARRESTS NOT LISTED ON THE DEPARTMENT'S NOTICE:
CHARGE
WHO ELSE WAS INVOLVED IN THE EVENT LEADING TO THE ARREST?
CIRCUMSTANCES LEADING TO THE ARREST
MITIGATING CIRCUMSTANCES, IF ANY
DISPOSITION OF THE CHARGE
TERMS OF SENTENCING, IF ANY
HAVE THE SENTENCING TERMS BEEN COMPLETED SATISFACTORILY? ☐ Yes ☐ No
ACKNOWLEDGEMENT

THE STATE OF _____)

COUNTY OF _____)

On this _____ day of _____, 20____, before me personally

appeared, _____, whose identity was proven to me on the basis of satisfactory evidence to be the person who he or she claims to be, and acknowledged that he or she signed the above/attached document.

(Seal)

Notary Public in and for (State)

My commission expires: _____

Arizona Department of Public Safety Security Guard/Private Investigation Licensing Unit

Mailing: PO Box 6328, MD 3140, Phoenix, AZ 85005-6328

Physical: 2222 West Encanto Boulevard, Phoenix, AZ 85009

(602) 223-2361

GOOD-CAUSE EXCEPTION - REFERENCE

REFERENCE NAME	PHONE NUMBER	EMAIL ADDRESS
RELATIONSHIP		YEARS KNOWN APPLICANT
SIGNATURE		DATE
REFERENCE INFORMATION – PLEASE PROVIDE YOUR OBSERVATIONS OF THE CANDIDATE THAT REFLECT THEIR REHABILITATION, WORK ETHIC, CHARACTER, OR ANY ADDITIONAL DETAILS YOU FEEL ARE APPROPRIATE TO INCLUDE.		

Arizona Department of Public Safety Security Guard/Private Investigation Licensing Unit
Mailing: PO Box 6328, MD 3140, Phoenix, AZ 85005-6328
Physical: 2222 West Encanto Boulevard, Phoenix, AZ 85009
(602) 223-2361

GOOD-CAUSE EXCEPTION - REFERENCE

REFERENCE NAME	PHONE NUMBER	EMAIL ADDRESS	
RELATIONSHIP		YEARS KNOWN APPLICANT	
SIGNATURE		DATE	
REFERENCE INFORMATION – PLEASE PROVIDE YOUR OBSERVATIONS OF THE CANDIDATE THAT REFLECT THEIR REHABILITATION, WORK ETHIC, CHARACTER, OR ANY ADDITIONAL DETAILS YOU FEEL ARE APPROPRIATE TO INCLUDE.			

Arizona Department of Public Safety Security Guard/Private Investigation Licensing Unit

Mailing: PO Box 6328, MD 3140, Phoenix, AZ 85005-6328

Physical: 2222 West Encanto Boulevard, Phoenix, AZ 85009
(602) 223-2361