



Arizona Private Investigator and Security Guard Hearing Board

Mailing: PO Box 6328, MD 3145, Phoenix, AZ 85005-6328

Physical: 2222 West Encanto Boulevard | Phoenix, Arizona 85009

Telephone: (602) 223-2627 | Email: HearingRequests@azdps.gov

GOOD CAUSE EXCEPTION APPLICATION

This application is to request a good cause exception from the Arizona Private Investigator and Security Guard Hearing Board (Board).

ELIGIBILITY

To be eligible for a **felony good cause exception**, you **MUST** meet the following criteria:

- Ten or more years must have passed since you **COMPLETED ALL** terms of sentencing (including, but not limited to: completion of probation, full payment of restitution, full payment of all fines).
- You are not awaiting trial for a new offense.
- You have not been convicted of committing any of the offenses listed in Arizona Revised Statutes (A.R.S.) § 41-1758.03.

To be eligible for a **misdemeanor good cause exception**, you **MUST** meet the following criteria:

- ALL terms of sentencing have been completed (including but not limited to: completion of jail time and/or probation, full payment of all fines and/or restitution).
- You are not awaiting trial for a new offense.
- You have not been convicted of committing any of the offenses listed in A.R.S. § 41-1758.03.

The Board will not conduct a good cause exception hearing if you do not meet the criteria for a good cause exception hearing as described above.

Instructions

1. To avoid delay in the application process, please read the application instructions before completing this application package.
2. DO NOT complete a good cause exception application (this form) if you do not meet the criteria above. Refer to the denial notice you received from the Arizona Department of Public Safety (Department) for the reason(s) for the denial of your private investigator or security guard registration certificate. If you do not meet the criteria for a good cause exception and you are requesting a hearing to contest the Department's denial of your application, contact the Board to request a hearing to contest the denial.
3. Your request for a hearing must be submitted in writing to the Board within thirty (30) calendar days of the date of the denial notice from the Department.
4. Please complete the application by printing all information clearly and legibly.
5. Provide full and complete information. You may attach additional pages. Include your full name in the upper-right corner of all additional pages.
6. Submit full and complete court documents and/or police reports (all pages must be submitted). Please send copies, not originals, of court documents or police reports. Original documents will not be returned.
7. If you intentionally provide false information, your application may be denied.

Arizona Private Investigator and Security Guard Hearing Board

Mailing: PO Box 6328, MD 3145, Phoenix, AZ 85005-6328 | **Physical:** 2222 West Encanto Boulevard, Phoenix, AZ 85009 | **Phone:** (602) 223-2627

GOOD CAUSE EXCEPTION INSTRUCTIONS CONTINUED

8. The mailing address you submit on the good cause exception application is where we will send all correspondence. The information we send you is time-sensitive, so please inform us of any changes to your address as soon as possible.
9. Your application must include:
 - a. A good cause exception application form (this form).
 - b. Two letters of reference, on the attached forms, that attest to your rehabilitation and meet the following requirements: one letter of reference from an individual who has known you for at least one year; and at least one letter of reference from your current or former employer of an individual who has known you for at least three years.
 - c. If the denial notice from the Department indicates that the Department was unable to determine the disposition of a charge, a copy of documentation from the appropriate court showing the disposition of the charge or showing that records regarding the charge against you either do not exist or have been purged.
 - d. For every conviction, regardless of whether the conviction is listed on the denial notice from the Department, a copy of documents from the appropriate court showing that you met all judicially imposed sentencing terms or that records regarding you do not exist or have been purged.
 - e. Any other documentation you want the board to consider in determining whether to grant a good cause exception.
10. Before granting a good cause exception at a hearing, the board shall consider all of the following in accordance with board rule:
 - a. The extent of the person's criminal record.
 - b. The length of time that has elapsed since the offense was committed.
 - c. The nature of the offense.
 - d. Evidence supporting any applicable mitigating circumstances.
 - e. Evidence supporting the degree to which the person participated in the offense.
 - f. Evidence supporting the extent of the person's rehabilitation, including:
 - 1) Completion of probation, parole or community supervision.
 - 2) Whether the person paid restitution or other compensation for the offense.
 - 3) Evidence of positive action to change criminal behavior, such as completion of a drug treatment program or counseling.
 - 4) Personal references attesting to the person's rehabilitation.
11. Your completed application may be submitted by email, in person, or by U.S. mail using the contact information provided above and must be submitted within sixty (60) calendar days of the date of the denial notice from the Department.
12. If you plan to present written evidence at the hearing that was not included with this application, it must be submitted to the board at least five (5) days before your hearing.



Arizona Private Investigator and Security Guard Hearing Board

GOOD CAUSE EXCEPTION – APPLICATION

APPLICANT INFORMATION

FULL LEGAL NAME			DATE OF BIRTH	
ANY OTHER NAMES EVER USED				
SSN	DAYTIME TELEPHONE NUMBER	EMAIL ADDRESS		
MAILING ADDRESS		CITY	STATE	ZIP CODE

LIST ALL FELONY/MISDEMEANOR ARRESTS

DATE OF ARREST	WHERE THE ARREST OCCURRED
CHARGE(S)	
PROVIDE A BRIEF DESCRIPTION OF THE ARREST	
EXPLAIN ANY MITIGATING CIRCUMSTANCES YOU WOULD LIKE THE BOARD TO CONSIDER	
DISPOSITION OF THE CHARGE(S) (CONVICTED BY COURT OR JUDGE, PLEA AGREEMENT, CHARGES DISMISSED, ETC.)	
LIST ALL TERMS OF SENTENCING (JAIL/PRISON, PROBATION, RESTITUTION, COURT FINES/FEEES, TREATMENT/COURT ORDERED PROGRAMS ETC.)	
HAVE YOU COMPLETED ALL TERMS OF SENTENCING? ☐ Yes ☐ No	
HAVE YOU ATTACHED COPIES OF ALL COURT DOCUMENTS AND POLICE REPORTS (REQUIRED)? ☐ Yes ☐ No	

CONTINUATION OF ALL FELONY/MISDEMEANOR ARRESTS

DATE OF ARREST	WHERE THE ARREST OCCURRED
CHARGE(S)	
PROVIDE A BRIEF DESCRIPTION OF THE ARREST	
EXPLAIN ANY MITIGATING CIRCUMSTANCES YOU WOULD LIKE THE BOARD TO CONSIDER	
DISPOSITION OF THE CHARGE(S) (CONVICTED BY COURT OR JUDGE, PLEA AGREEMENT, CHARGES DISMISSED, ETC.)	
LIST ALL TERMS OF SENTENCING (JAIL/PRISON, PROBATION, RESTITUTION, COURT FINES/FEEES, TREATMENT/COURT ORDERED PROGRAMS ETC.)	
HAVE YOU COMPLETED ALL TERMS OF SENTENCING? ☐ Yes ☐ No	
HAVE YOU ATTACHED COPIES OF ALL COURT DOCUMENTS AND POLICE REPORTS (REQUIRED)? ☐ Yes ☐ No	

Arizona Private Investigator and Security Guard Hearing Board

Mailing: PO Box 6328, MD 3145, Phoenix, AZ 85005-6328 | **Physical:** 2222 West Encanto Boulevard, Phoenix, AZ 85009 | **Phone:** (602) 223-2627

GOOD CAUSE EXCEPTION – APPLICATION CONTINUED

APPLICANT NAME:

CONTINUATION OF ALL FELONY/MISDEMEANOR ARRESTS

DATE OF ARREST

WHERE THE ARREST OCCURRED

CHARGE(S)

PROVIDE A BRIEF DESCRIPTION OF THE ARREST

EXPLAIN ANY MITIGATING CIRCUMSTANCES YOU WOULD LIKE THE BOARD TO CONSIDER

DISPOSITION OF THE CHARGE(S) (CONVICTED BY COURT OR JUDGE, PLEA AGREEMENT, CHARGES DISMISSED, ETC.)

LIST ALL TERMS OF SENTENCING (JAIL/PRISON, PROBATION, RESTITUTION, COURT FINES/FEEES, TREATMENT/COURT ORDERED PROGRAMS ETC.)

HAVE YOU COMPLETED ALL TERMS OF SENTENCING? ☐ Yes ☐ No

HAVE YOU ATTACHED COPIES OF ALL COURT DOCUMENTS AND POLICE REPORTS (REQUIRED)?

☐ Yes ☐ No

CONTINUATION OF ALL FELONY/MISDEMEANOR ARRESTS

DATE OF ARREST

WHERE THE ARREST OCCURRED

CHARGE(S)

PROVIDE A BRIEF DESCRIPTION OF THE ARREST

EXPLAIN ANY MITIGATING CIRCUMSTANCES YOU WOULD LIKE THE BOARD TO CONSIDER

DISPOSITION OF THE CHARGE(S) (CONVICTED BY COURT OR JUDGE, PLEA AGREEMENT, CHARGES DISMISSED, ETC.)

LIST ALL TERMS OF SENTENCING (JAIL/PRISON, PROBATION, RESTITUTION, COURT FINES/FEEES, TREATMENT/COURT ORDERED PROGRAMS ETC.)

HAVE YOU COMPLETED ALL TERMS OF SENTENCING? ☐ Yes ☐ No

HAVE YOU ATTACHED COPIES OF ALL COURT DOCUMENTS AND POLICE REPORTS (REQUIRED)?

☐ Yes ☐ No

ACKNOWLEDGEMENT

Please have this section notarized by a notary public.

I solemnly affirm that the information in this application, including the attached explanations, is true and complete to the best of my knowledge.

Signature of Applicant (DO NOT sign until you are before the notary public)

Date

(Seal) 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.

Notary Public in and for (State)

My commission expires: _____

Arizona Private Investigator and Security Guard Hearing Board

Mailing: PO Box 6328, MD 3145, Phoenix, AZ 85005-6328 | **Physical:** 2222 West Encanto Boulevard, Phoenix, AZ 85009 | **Phone:** (602) 223-2627

GOOD CAUSE EXCEPTION - CONTINUED

REFERENCE	
LETTER OF REFERENCE FOR	
LETTER WRITTEN BY	
LENGTH OF TIME KNOWN ____ Years ____ Months	RELATIONSHIP ☐ Current Employer ☐ Former Employer ☐ Other (explain): _____
PHONE	EMAIL
IN WHAT WAYS DO YOU KNOW THIS INDIVIDUAL? (Please check only one) ☐ Personally ☐ Professionally ☐ Both	
ARE YOU AWARE THAT THE ARIZONA DEPARTMENT OF PUBLIC SAFETY HAS DENIED A PRIVATE INVESTIGATOR OR UNARMED/ARMED SECURITY GUARD REGISTRATION CERTIFICATE FOR THIS INDIVIDUAL? ☐ Yes ☐ No	
HAS THIS INDIVIDUAL INFORMED YOU OF THE REASON(S) FOR THE DENIAL? ☐ Yes ☐ No	
WOULD YOU RECOMMEND THAT THIS INDIVIDUAL BE GRANTED A PRIVATE INVESTIGATOR OR UNARMED/ARMED SECURITY GUARD REGISTRATION CERTIFICATE? ☐ Yes ☐ No	
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. ☐ See attached letter. Please include the name of the individual the reference letter is for in the upper right corner of the letter.	

Signature: _____

Date: _____

Arizona Private Investigator and Security Guard Hearing Board

Mailing: PO Box 6328, MD 3145, Phoenix, AZ 85005-6328 | **Physical:** 2222 West Encanto Boulevard, Phoenix, AZ 85009 | **Phone:** (602) 223-2627

GOOD CAUSE EXCEPTION – CONTINUED

REFERENCE	
LETTER OF REFERENCE FOR	LETTER WRITTEN BY
LENGTH OF TIME KNOWN ____ Years ____ Months	RELATIONSHIP ☐ Current Employer ☐ Former Employer ☐ Other (explain): _____
PHONE	EMAIL
IN WHAT WAYS DO YOU KNOW THIS INDIVIDUAL? (Please check only one) ☐ Personally ☐ Professionally ☐ Both	
ARE YOU AWARE THAT THE ARIZONA DEPARTMENT OF PUBLIC SAFETY HAS DENIED A PRIVATE INVESTIGATOR OR UNARMED/ARMED SECURITY GUARD REGISTRATION CERTIFICATE FOR THIS INDIVIDUAL? ☐ Yes ☐ No	
HAS THIS INDIVIDUAL INFORMED YOU OF THE REASON(S) FOR THE DENIAL? ☐ Yes ☐ No	
WOULD YOU RECOMMEND THAT THIS INDIVIDUAL BE GRANTED A PRIVATE INVESTIGATOR OR UNARMED/ARMED SECURITY GUARD REGISTRATION CERTIFICATE? ☐ Yes ☐ No	
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. ☐ See attached letter. Please include the name of the individual the reference letter is for in the upper right corner of the letter.	

Signature: _____

Date: _____

Arizona Private Investigator and Security Guard Hearing Board

Mailing: PO Box 6328, MD 3145, Phoenix, AZ 85005-6328 | **Physical:** 2222 West Encanto Boulevard, Phoenix, AZ 85009 | **Phone:** (602) 223-2627