



LOUISIANA DEPARTMENT OF INSURANCE  
TIMOTHY J. TEMPLE  
COMMISSIONER

## CRIMINAL HISTORY DISCLOSURE FORM INSTRUCTIONS

The Louisiana Department of Insurance (LDI) may consider an applicant's criminal history when evaluating an application for an insurance license. The purpose of this form to obtain detailed information sufficient to make the decision to issue or deny the application and complete candor is expected. Under Federal law (18 U.S.C. §1033 and §1034), a person convicted of a felony involving dishonesty or breach of trust is prohibited from participating in the business of insurance unless written consent is issued by the Insurance Commissioner. The information collected on this form will also be used to determine if written consent pursuant to 18 U.S.C. §1033 and §1034 is needed and if such written consent should be granted in conjunction with the review of the license application.

You must disclose and provide documentation for all felony and misdemeanor convictions where you pled guilty, entered a no contest plea, were found guilty by a judge or jury, or had a sentence suspended and deferred, even if that charge was ultimately set aside or dismissed or if the record is expunged. You must also disclose and provide documentation of participation in any pre-trial diversion program pursuant to a felony charge. You may exclude juvenile offenses but only if they were adjudicated in juvenile or family court. You may also exclude misdemeanor traffic offenses such as DUI, reckless driving, or no license unless other non-traffic charges were incurred in conjunction with the traffic incident.

**READ ALL INSTRUCTIONS CAREFULLY.** Pursuant to Regulation 109, license applications that are not completed within 90 days from the date of the license application is filed will be closed as incomplete. The information collected on this disclosure form supplements your license application; therefore, failure to provide complete information within the total 90-day application timeframe will result in the closure of the application as incomplete. A new license application, fingerprints, and corresponding fees will be required.

All entries must be typed. Handwritten or otherwise illegible submissions will be returned to you unprocessed. It is your responsibility to ensure all document images are complete and clear. If submitting this form via an electronic method, it is preferred that this form and all required attachments are filed in order as a single PDF document.

Do **NOT** submit until you have this disclosure form completed in its entirety and you have all of the required attachments ready to include. Do **NOT** leave any field blank. If the question does not apply to you, you may enter N/A. Partial or otherwise incomplete filings are subject to be returned unprocessed.

If any required documentation is not available from the court or other official agency, you must supply written documentation from the court or other official agency stating that the record is not available.

### How to Submit:

Mail: Louisiana Department of Insurance  
Attn: Producer Licensing  
PO Box 94214  
Baton Rouge, LA 70804-9214

Email: [producerlicensing@ldi.la.gov](mailto:producerlicensing@ldi.la.gov)

Fax: 225-342-3754

You may also choose to upload this document to the [NIPR Attachment Warehouse](#).

If you have a question about completing this form, contact Producer Licensing by phone at 225-342-0860 or by email at [producerlicensing@ldi.la.gov](mailto:producerlicensing@ldi.la.gov).



LOUISIANA DEPARTMENT OF INSURANCE  
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## CRIMINAL HISTORY DISCLOSURE FORM

SECTION 1 – GENERAL INFORMATION				
_____ Applicant's Full Legal Name ( <i>Last, First Middle</i> )		_____ Last 4 SSN		
1a. Have you ever been convicted of a felony	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
1b. Have you ever been convicted of a misdemeanor other than a misdemeanor DUI	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
1c. Do you currently have any pending felony charges?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
1d. Do you currently have any pending misdemeanor charges other than misdemeanor DUI?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
1e. Have you ever had a sentence or adjudication withheld or deferred or had a criminal matter set aside or dismissed after completing a term of probation or other court-ordered program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
1f. Have you ever participated in a pretrial diversion program pursuant to a felony charge or are you currently participating in pretrial program pursuant to a felony charge?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
SECTION 2 – CRIMINAL HISTORY SUMMARY				
<p>List all criminal charges below individually in chronological order. For the purposes of this section, you must include all <i>pending</i> felony and misdemeanor charges, all felony and misdemeanor convictions where you pled guilty, entered a no contest plea, were found guilty by a judge or jury, or had a sentence suspended and deferred, even if it was ultimately set aside or dismissed or if the record is expunged. You must also include if you participated in a pre-trial diversion program pursuant to a felony charge. You may exclude juvenile offenses if they were adjudicated in juvenile or family court. You may also exclude misdemeanor traffic offenses such as DUI, reckless driving, or no license.</p>				
Item	Charge Date	Charging Offense	Location City/State	Disposition Date
1.				
2.				
3.				
4.				
5.				
6.				

\*\*\*If you have more than 6 charges to disclose, please use *Appendix A* to report those additional charges. \*\*\*

**SECTION 3 – CRIMINAL HISTORY DETAILS**

Provide detailed information regarding the offense listed in **Section 2, Item 1**. Each offense must be detailed separately, even if the charges resulted from the same arrest or if multiple charges were adjudicated at the same time.

**ITEM 1.**

Charge Date	Charging Offense	Location City/State	Disposition Date

3.1.a. You must provide a **DETAILED** narrative explaining beginning to end the facts and circumstances surrounding the events which led to the criminal charge listed above all the way through to the final resolution of the charge. Your statement must include a description of your activities that led to your criminal charge. Your statement must also summarize how this matter was ultimately resolved. You may also include any mitigating factors or extenuating circumstances that should be considered.

3.1.b. How was this charge adjudicated? If you were found guilty, what was your sentence? If you entered into a plea agreement, what did you plead to and what were the terms of the plea agreement? If you participated in a pre-trial diversion, what were the terms of the program?

3.1.c. Were you incarcerated at any time for this offense?  Yes  No

If yes, please provide dates. \_\_\_\_\_

3.1.d. Were you placed on by probation as part of a criminal sentence or as part of any court order?  Yes  No

If yes, provide the begin and end dates of your probation? \_\_\_\_\_

Describe any special conditions imposed as part of your probation:

**SECTION 3 – CRIMINAL HISTORY DETAILS ITEM 1 continued**

3.1.e. Were you found to have violated the terms of your probation?  Yes  No

If Yes, describe what happened.

3.1.f. Were you required to pay any fines or court costs?  Yes  No

If yes, what was the amount? \$ \_\_\_\_\_ Has this been paid in full?  Yes  No

3.1.g. Were you required to pay any restitution?  Yes  No

If yes, what was the amount? \_\_\_\_\_ Has this been paid in full?  Yes  No

3.1.h. Have you received any type of pardon for this offense?  Yes  No

**Required Documents:**

For the offense described in Item 1, please provide the following documentation. All documents relative to Item 1 must be labeled **Item 1**.

- A copy of the indictment, information, complaint, summons, or other charging document(s).
- Any plea agreement if accepted by the court; if not reduced to a separate judgment, the disposition of charges(s) whether by minute entry or order.
- Any judgment and/or formal statement of conviction and sentence imposed.
- If furnished to you, any presentencing report or sentencing memorandum.
- Any documentation establishing the satisfactory completed of the terms of any sentence.
- Proof of payment for any ordered fines or restitution.
- A copy of the order of judgment and sentence of the court (including certification of performance of all conditions imposed by the court) and/or a copy of the court docket.
- Any pardon or determination effecting a remission of sentence or restoration of civil rights.
- For pretrial diversions, certification from the District Attorney that the pretrial diversion program was satisfactorily completed, and the charges dismissed.
- A copy of any pardon or order restoring civil rights.

3.1.i. Have you attached all of documents required for Section 3, Item 1?  Yes  No

**SECTION 3 – CRIMINAL HISTORY DETAILS**

Provide detailed information regarding the offense listed in **Section 2, Item 2**. Each offense must be detailed separately, even if the charges resulted from the same arrest or if multiple charges were adjudicated at the same time.

**ITEM 2.**

Charge Date	Charging Offense	Location City/State	Disposition Date

3.2.a. You must provide a **DETAILED** narrative explaining beginning to end the facts and circumstances surrounding the events which led to the criminal charge listed above all the way through to the final resolution of the charge. Your statement must include a description of your activities that led to your criminal charge. Your statement must also summarize how this matter was ultimately resolved. You may also include any mitigating factors or extenuating circumstances that should be considered.

3.1.b. How was this charge adjudicated? If you were found guilty, what was your sentence? If you entered into a plea agreement, what did you plead to and what were the terms of the plea agreement? If you participated in a pre-trial diversion, what were the terms of the program?

3.2.c. Were you incarcerated at any time for this offense?  Yes  No

If yes, please provide dates. \_\_\_\_\_

3.2.d. Were you placed on by probation as part of a criminal sentence or as part of any court order?  Yes  No

If yes, provide the begin and end dates of your probation? \_\_\_\_\_

Describe any special conditions imposed as part of your probation:

**SECTION 3 – CRIMINAL HISTORY DETAILS ITEM 2 continued**

3.2.e. Were you found to have violated the terms of your probation?  Yes  No

If Yes, describe what happened.

3.2.f. Were you required to pay any fines or court costs?  Yes  No

If yes, what was the amount? \$ \_\_\_\_\_ Has this been paid in full?  Yes  No

3.2.g. Were you required to pay any restitution?  Yes  No

If yes, what was the amount? \_\_\_\_\_ Has this been paid in full?  Yes  No

3.2.h. Have you received any type of pardon for this offense?  Yes  No

**Required Documents:**

For the offense described in Item 1, please provide the following documentation. All documents relative to Item 2 must be labeled **Item 2**.

- A copy of the indictment, information, complaint, summons, or other charging document(s).
- Any plea agreement if accepted by the court; if not reduced to a separate judgment, the disposition of charges(s) whether by minute entry or order.
- Any judgment and/or formal statement of conviction and sentence imposed.
- If furnished to you, any presentencing report or sentencing memorandum.
- Any documentation establishing the satisfactory completed of the terms of any sentence.
- Proof of payment for any ordered fines or restitution.
- A copy of the order of judgment and sentence of the court (including certification of performance of all conditions imposed by the court) and/or a copy of the court docket.
- Any pardon or determination effecting a remission of sentence or restoration of civil rights.
- For pretrial diversions, certification from the District Attorney that the pretrial diversion program was satisfactorily completed, and the charges dismissed.
- A copy of any pardon or order restoring civil rights.

3.2.i. Have you attached the documents required for Section 3, Item 2 ?  Yes  No

**SECTION 3 – CRIMINAL HISTORY DETAILS**

Provide detailed information regarding the offense listed in **Section 2, Item 3** Each offense must be detailed separately, even if the charges resulted from the same arrest or if multiple charges were adjudicated at the same time.

**ITEM 3.**

Charge Date	Charging Offense	Location City/State	Disposition Date

3.3.a. You must provide a **DETAILED** narrative explaining beginning to end the facts and circumstances surrounding the events which led to the criminal charge listed above all the way through to the final resolution of the charge. Your statement must include a description of your activities that led to your criminal charge. Your statement must also summarize how this matter was ultimately resolved. You may also include any mitigating factors or extenuating circumstances that should be considered.

3.3.b. How was this charge adjudicated? If you were found guilty, what was your sentence? If you entered into a plea agreement, what did you plead to and what were the terms of the plea agreement? If you participated in a pre-trial diversion, what were the terms of the program?

3.3.c. Were you incarcerated at any time for this offense?  Yes     No

If yes, please provide dates. \_\_\_\_\_

3.3.d. Were you placed on by probation as part of a criminal sentence or as part of any court order?  Yes     No

If yes, provide the begin and end dates of your probation? \_\_\_\_\_

Describe any special conditions imposed as part of your probation:

**SECTION 3 – CRIMINAL HISTORY DETAILS ITEM 3 continued**

3.3.e. Were you found to have violated the terms of your probation?  Yes  No

If Yes, describe what happened.

3.3.f. Were you required to pay any fines or court costs?  Yes  No

If yes, what was the amount? \$ \_\_\_\_\_ Has this been paid in full?  Yes  No

3.3.g. Were you required to pay any restitution?  Yes  No

If yes, what was the amount? \_\_\_\_\_ Has this been paid in full?  Yes  No

3.3.h. Have you received any type of pardon for this offense?  Yes  No

**Required Documents:**

For the offense described in Item 1, please provide the following documentation. All documents relative to Item 3 must be labeled **Item 3**.

- A copy of the indictment, information, complaint, summons, or other charging document(s).
- Any plea agreement if accepted by the court; if not reduced to a separate judgment, the disposition of charges(s) whether by minute entry or order.
- Any judgment and/or formal statement of conviction and sentence imposed.
- If furnished to you, any presentencing report or sentencing memorandum.
- Any documentation establishing the satisfactory completed of the terms of any sentence.
- Proof of payment for any ordered fines or restitution.
- A copy of the order of judgment and sentence of the court (including certification of performance of all conditions imposed by the court) and/or a copy of the court docket.
- Any pardon or determination effecting a remission of sentence or restoration of civil rights.
- For pretrial diversions, certification from the District Attorney that the pretrial diversion program was satisfactorily completed, and the charges dismissed.
- A copy of any pardon or order restoring civil rights.

3.3.i. Have you attached the documents required for Section 3, Item 3?  Yes  No



**SECTION 3 – CRIMINAL HISTORY DETAILS**

Provide detailed information regarding the offense listed in **Section 2, Item 4**. Each offense must be detailed separately, even if the charges resulted from the same arrest or if multiple charges were adjudicated at the same time.

**ITEM 4.**

Charge Date	Charging Offense	Location City/State	Disposition Date

3.4.a. You must provide a **DETAILED** narrative explaining beginning to end the facts and circumstances surrounding the events which led to the criminal charge listed above all the way through to the final resolution of the charge. Your statement must include a description of your activities that led to your criminal charge. Your statement must also summarize how this matter was ultimately resolved. You may also include any mitigating factors or extenuating circumstances that should be considered.

3.4.b. How was this charge adjudicated? If you were found guilty, what was your sentence? If you entered into a plea agreement, what did you plead to and what were the terms of the plea agreement? If you participated in a pre-trial diversion, what were the terms of the program?

3.4.c. Were you incarcerated at any time for this offense?  Yes  No

If yes, please provide dates. \_\_\_\_\_

3.4.d. Were you placed on by probation as part of a criminal sentence or as part of any court order?  Yes  No

If yes, provide the begin and end dates of your probation? \_\_\_\_\_

Describe any special conditions imposed as part of your probation:

**SECTION 3 – CRIMINAL HISTORY DETAILS ITEM 4 continued**

3.4.e. Were you found to have violated the terms of your probation?  Yes  No

If Yes, describe what happened.

3.4.f. Were you required to pay any fines or court costs?  Yes  No

If yes, what was the amount? \$ \_\_\_\_\_ Has this been paid in full?  Yes  No

3.4.g. Were you required to pay any restitution?  Yes  No

If yes, what was the amount? \_\_\_\_\_ Has this been paid in full?  Yes  No

3.4.h. Have you received any type of pardon for this offense?  Yes  No

**Required Documents:**

For the offense described in Item 4, please provide the following documentation. All documents relative to Item 1 must be labeled **Item 4**.

- A copy of the indictment, information, complaint, summons, or other charging document(s).
- Any plea agreement if accepted by the court; if not reduced to a separate judgment, the disposition of charges(s) whether by minute entry or order.
- Any judgment and/or formal statement of conviction and sentence imposed.
- If furnished to you, any presentencing report or sentencing memorandum.
- Any documentation establishing the satisfactory completed of the terms of any sentence.
- Proof of payment for any ordered fines or restitution.
- A copy of the order of judgment and sentence of the court (including certification of performance of all conditions imposed by the court) and/or a copy of the court docket.
- Any pardon or determination effecting a remission of sentence or restoration of civil rights.
- For pretrial diversions, certification from the District Attorney that the pretrial diversion program was satisfactorily completed, and the charges dismissed.
- A copy of any pardon or order restoring civil rights.

3.4.i. Have you attached the documents required for Section 3, Item 4?  Yes  No

**SECTION 3 – CRIMINAL HISTORY DETAILS**

Provide detailed information regarding the offense listed in **Section 2 Item 5**. Each offense must be detailed separately, even if the charges resulted from the same arrest or if multiple charges were adjudicated at the same time.

**ITEM 5.**

Charge Date	Charging Offense	Location City/State	Disposition Date

3.5.a. You must provide a **DETAILED** narrative explaining beginning to end the facts and circumstances surrounding the events which led to the criminal charge listed above all the way through to the final resolution of the charge. Your statement must include a description of your activities that led to your criminal charge. Your statement must also summarize how this matter was ultimately resolved. You may also include any mitigating factors or extenuating circumstances that should be considered.

3.5.b. How was this charge adjudicated? If you were found guilty, what was your sentence? If you entered into a plea agreement, what did you plead to and what were the terms of the plea agreement? If you participated in a pre-trial diversion, what were the terms of the program?

3.5.c. Were you incarcerated at any time for this offense?  Yes  No

If yes, please provide dates. \_\_\_\_\_

3.5.d. Were you placed on by probation as part of a criminal sentence or as part of any court order?  Yes  No

If yes, provide the begin and end dates of your probation? \_\_\_\_\_

Describe any special conditions imposed as part of your probation:

**SECTION 3 – CRIMINAL HISTORY DETAILS ITEM 5 continued**

3.5.e. Were you found to have violated the terms of your probation?  Yes  No

If Yes, describe what happened.

3.5.f. Were you required to pay any fines or court costs?  Yes  No

If yes, what was the amount? \$ \_\_\_\_\_ Has this been paid in full?  Yes  No

3.5.g. Were you required to pay any restitution?  Yes  No

If yes, what was the amount? \_\_\_\_\_ Has this been paid in full?  Yes  No

3.5.h. Have you received any type of pardon for this offense?  Yes  No

**Required Documents:**

For the offense described in Item 5, please provide the following documentation. All documents relative to Item 5 must be labeled **Item 5**.

- A copy of the indictment, information, complaint, summons, or other charging document(s).
- Any plea agreement if accepted by the court; if not reduced to a separate judgment, the disposition of charges(s) whether by minute entry or order.
- Any judgment and/or formal statement of conviction and sentence imposed.
- If furnished to you, any presentencing report or sentencing memorandum.
- Any documentation establishing the satisfactory completed of the terms of any sentence.
- Proof of payment for any ordered fines or restitution.
- A copy of the order of judgment and sentence of the court (including certification of performance of all conditions imposed by the court) and/or a copy of the court docket.
- Any pardon or determination effecting a remission of sentence or restoration of civil rights.
- For pretrial diversions, certification from the District Attorney that the pretrial diversion program was satisfactorily completed, and the charges dismissed.
- A copy of any pardon or order restoring civil rights.

3.5.i. Have you attached the documents required for Section 3, Item 5?  Yes  No

**SECTION 3 – CRIMINAL HISTORY DETAILS**

Provide detailed information regarding the offense listed in **Section 2 Item 6**. Each offense must be detailed separately, even if the charges resulted from the same arrest or if multiple charges were adjudicated at the same time.

**ITEM 6.**

Charge Date	Charging Offense	Location City/State	Disposition Date

3.6.a. You must provide a **DETAILED** narrative explaining beginning to end the facts and circumstances surrounding the events which led to the criminal charge listed above all the way through to the final resolution of the charge. Your statement must include a description of your activities that led to your criminal charge. Your statement must also summarize how this matter was ultimately resolved. You may also include any mitigating factors or extenuating circumstances that should be considered.

3.6.b. How was this charge adjudicated? If you were found guilty, what was your sentence? If you entered into a plea agreement, what did you plead to and what were the terms of the plea agreement? If you participated in a pre-trial diversion, what were the terms of the program?

3.6.c. Were you incarcerated at any time for this offense?  Yes     No

If yes, please provide dates. \_\_\_\_\_

3.61.d. Were you placed on by probation as part of a criminal sentence or as part of any court order?  Yes     No

If yes, provide the begin and end dates of your probation? \_\_\_\_\_

Describe any special conditions imposed as part of your probation:

**SECTION 3 – CRIMINAL HISTORY DETAILS ITEM 6 continued**

3.6.e. Were you found to have violated the terms of your probation?  Yes  No

If Yes, describe what happened.

3.6.f. Were you required to pay any fines or court costs?  Yes  No

If yes, what was the amount? \$ \_\_\_\_\_ Has this been paid in full?  Yes  No

3.6.g. Were you required to pay any restitution?  Yes  No

If yes, what was the amount? \_\_\_\_\_ Has this been paid in full?  Yes  No

3.1.h. Have you received any type of pardon for this offense?  Yes  No

**Required Documents:**

For the offense described in Item 6, please provide the following documentation. All documents relative to Item 6 must be labeled **Item 6**.

- A copy of the indictment, information, complaint, summons, or other charging document(s).
- Any plea agreement if accepted by the court; if not reduced to a separate judgment, the disposition of charges(s) whether by minute entry or order.
- Any judgment and/or formal statement of conviction and sentence imposed.
- If furnished to you, any presentencing report or sentencing memorandum.
- Any documentation establishing the satisfactory completed of the terms of any sentence.
- Proof of payment for any ordered fines or restitution.
- A copy of the order of judgment and sentence of the court (including certification of performance of all conditions imposed by the court) and/or a copy of the court docket.
- Any pardon or determination effecting a remission of sentence or restoration of civil rights.
- For pretrial diversions, certification from the District Attorney that the pretrial diversion program was satisfactorily completed, and the charges dismissed.
- A copy of any pardon or order restoring civil rights.

3.6.i. Have you attached the documents required for Section 3, Item 6?  Yes  No

**SECTION 4 – ADMINISTRATIVE ACTIONS**

For the purposes of this section, an administrative action means having a license censured, suspended, revoked, canceled, terminated; or, being assessed a fine, a cease and desist order, a probation order, a compliance order, placed on probation or surrendering a license to resolve an administrative action. It also means being named as a party to an administrative or arbitration proceeding which is related to any professional or occupational license. also means having a license application denied or the act of withdrawing an application to avoid a denial.

4a. Do you now hold, or have you ever held a professional license related to the business of insurance that was subject to an administrative action?  Yes  No

If yes, please explain

4b. Have you ever surrendered an insurance license to avoid an administrative action?  Yes  No

If yes, please explain

4c. Have you ever had a consumer complaint, administrative, civil, or other legal proceeding (include pending actions) filed against you regarding your insurance activities?  Yes  No

If yes, please explain

4d. Do you now hold, or have you ever held any professional license, registration or other similar certification in any field or industry other than insurance that was the subject of an administrative action? *Examples of a professional license include but are not limited to an attorney, a contractor, a certified public accountant, a medical license.?*  Yes  No

If yes, please explain

**Required Documents:**

If you answered Yes to any question above, you are required to supply all relevant documentation regarding the action. Such documentation may include but it not limited to:

- A copy of the final order issued by the licensing agency or regulatory authority regarding the administrative action or sanction.
- Proof of payment of any fines or restitution.
- Hearing rulings or other legal proceeding

4e. Have you attached the documents required for Section 4?  Yes  No

**SECTION 5 – EVIDENCE OF REHABILITATION**

You are encouraged to submit evidence of rehabilitation for consideration. Such evidence may include post-conviction charitable activities or community service. You may also provide letters of recommendation addressed to the Louisiana Department of Insurance attesting to your character and reputation. Such letters should identify how long that individual writing the letter has known you, the nature of your business or social relationship, the length of and must verify that the individual is aware of your criminal history.

**SECTION 6 – PRESENT AND PROPOSED INSURANCE EMPLOYMENT**

Provide information regarding your present and proposed employment or business association/relationship with an entity engaged in the business of insurance.

5a. What is the name of your present or proposed employer?

\_\_\_\_\_

5b. What is the name of your present or proposed direct supervisor?

\_\_\_\_\_

5c. Describe in detail the nature, duties, and activities of your present or proposed employment.

5d. Explain why your criminal history will not impact your fitness or ability to perform these duties.

5e. Is your present or proposed employer aware of your criminal history  Yes  No

If yes, provide a signed statement from your employer attesting to their knowledge.

If no, explain your reason for not disclosing your background to your employer.



Applicant Name \_\_\_\_\_

**SECTION 7 – ATTESTATION**

I, \_\_\_\_\_ (name of applicant), swear under penalty of law that my statements in this Criminal History Disclosure Form, and the documents appended thereto, are true and correct and complete. I understand that my statements in this form and the attachments will be relied upon by the Insurance Commissioner of the State of Louisiana in the execution of his or her duties under the Insurance Code, and, as applicable, 18 U.S.C. § 1033, in making a decision on whether to issue, renew, suspend or revoke an license and/or to grant written consent for me to engage in the business of insurance. I understand that if I have made any false statement in this form, or if there are any false statements included in the attachments, my request for the issuance or renewal of a license may be denied and any insurance licenses I currently hold will be subject to suspension or revocation. *By signing below, I acknowledge that the Insurance Department, for the State of Louisiana may conduct an independent investigation to confirm the information in this form and I expressly consent and authorize any person, business or agency to release any information the Insurance Department may request as part of the investigation, including but not limited to, records of my former employment, state and federal tax returns, business records, and banking records.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

SWORN TO and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public or Bar Roll Number

\_\_\_\_\_  
Signature of Notary Public

My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Notary Public

**APPENDIX A – CRIMINAL HISTORY DETAILS**

Use Appendix A to submit additional charges that were not reported in Section 2. Each offense must be detailed separately, even if the charges resulted from the same arrest or if multiple charges were adjudicated at the same time. *You may duplicate Appendix A as necessary for all additional disclosures.*

Charge Date	Charging Offense	Location City/State	Disposition Date

Appendix A 1. You must provide a **DETAILED** narrative explaining beginning to end the facts and circumstances surrounding the events which led to the criminal charge listed above all the way through to the final resolution of the charge. Your statement must include a description of your activities that led to your criminal charge. Your statement must also summarize how this matter was ultimately resolved. You may also include any mitigating factors or extenuating circumstances that should be considered.

Appendix A 2. How was this charge adjudicated? If you were found guilty, what was your sentence? If you entered into a plea agreement, what did you plead to and what were the terms of the plea agreement? If you participated in a pre-trial diversion, what were the terms of the program?

Appendix A 3. Were you incarcerated at any time for this offense?  Yes  No

If yes, please provide dates. \_\_\_\_\_

Appendix A 5. Were you placed on by probation as part of a criminal sentence or as part of any court order?  Yes  No

If yes, provide the begin and end dates of your probation? \_\_\_\_\_

Describe any special conditions imposed as part of your probation:

APPENDIX A – CRIMINAL HISTORY DETAILS continued			
Appendix A 6. Were you found to have violated the terms of your probation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If Yes, describe what happened.			
Appendix A 7. Were you required to pay any fines or court costs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, what was the amount? \$ _____	Has this been paid in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Appendix A 8. Were you required to pay any restitution?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, what was the amount? _____	Has this been paid in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Appendix A 9. Have you received any type of pardon for this offense?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Required Documents:</b>			
For the offense described in Appendix A, please provide the following documentation. <u>All documents relative to Appendix A must be labeled Appendix A.</u>			
<ul style="list-style-type: none"> <li>A copy of the indictment, information, complaint, summons, or other charging document(s).</li> <li>Any plea agreement if accepted by the court; if not reduced to a separate judgment, the disposition of charges(s) whether by minute entry or order.</li> <li>Any judgment and/or formal statement of conviction and sentence imposed.</li> <li>If furnished to you, any presentencing report or sentencing memorandum.</li> <li>Any documentation establishing the satisfactory completed of the terms of any sentence.</li> <li>Proof of payment for any ordered fines or restitution.</li> <li>A copy of the order of judgment and sentence of the court (including certification of performance of all conditions imposed by the court) and/or a copy of the court docket.</li> <li>Any pardon or determination effecting a remission of sentence or restoration of civil rights.</li> <li>For pretrial diversions, certification from the District Attorney that the pretrial diversion program was satisfactorily completed, and the charges dismissed.</li> <li>A copy of any pardon or order restoring civil rights.</li> </ul>			
Appendix A 10. Have you attached the documents required for Appendix A?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	