



Wisconsin Department of Agriculture, Trade and Consumer Protection
 Division of Animal Health
 Bureau of Animal Disease Control
 Veterinary Examining Board
 Phone: (608) 224-4353 Email: DATCPVEB@wisconsin.gov

CONVICTIONS AND PENDING CHARGES

Wis. Stat. § 89.072(1), Wis. Stat. ch. 111, subch. II, Wis. Admin. Code §§ VE 1.20(1) and VE 2.04(1)(f).

Personally identifiable information provided on this form may be used for purposes other than which it is originally collected. Wis. Stat. § 15.04(1)(m).

Any applicant who has a conviction record or pending criminal charge shall request appropriate authorities to provide information about the record or charge directly to the board in sufficient specificity to determine whether the record or charge substantially relate to the practice of veterinary medicine. Please consult the “Frequently Asked Questions” on page four for more information on completing this form.

The Wisconsin Fair Employment Act (*Wis. Stat. ch. 111, subch. II*) prohibits employment discrimination on the basis of conviction record or arrest record unless the circumstances of the conviction or arrest substantially relate to the circumstances of the particular job or licensed activity. The information requested on this form will be used to determine whether your application should be granted, approved with limitations, or denied. The information you provide on this form may be verified against criminal information records. Omission of information on this form will be considered a false statement on an application.

PLEASE TYPE OR PRINT CLEARLY IN INK

LEGAL NAME / LAST:	FIRST:	MIDDLE:	FORMER / MAIDEN NAME(S):	
ADDRESS:	CITY:		STATE:	ZIP CODE:
E-MAIL:		DAYTIME PHONE: () -	DATE OF BIRTH:	

CONVICTIONS

List all felonies, misdemeanors, and other violations of federal, state or local law or municipal ordinances, other than minor traffic offenses, of which you have ever been convicted, in this state or any other, whether the conviction resulted from a plea of no contest, a guilty plea, or a verdict. List the date and location of each conviction. Please include all convictions that involved alcohol or other drug use, including convictions for operating while intoxicated.

It is your responsibility to submit the following:

- certified copies of the police report or criminal complaint
- judgment of conviction and sentence
- verification of compliance with all terms of each sentence, including chemical dependency assessments (if ordered by the court)
- personal statement describing the facts that led to each offense (i.e. who was involved, where you were, and what happened).

CONVICTION	DATE OF CONVICTION	LOCATION (CITY/STATE)
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	

Attach additional sheet(s) if necessary.

	YES	NO	MO/YR COMPLETED
Have you ever been sentenced by a court to participate in an alcohol or other drug assessment, treatment or counseling program?	<input type="checkbox"/>	<input type="checkbox"/>	/
Did you successfully complete the program?	<input type="checkbox"/>	<input type="checkbox"/>	/

Please attach the certificate of completion/discharge summary.

Have you ever been sentenced to:	YES	NO	MO/YR COMPLETED
Probation?	<input type="checkbox"/>	<input type="checkbox"/>	/
Parole?	<input type="checkbox"/>	<input type="checkbox"/>	/
Ordered to Pay Restitution?	<input type="checkbox"/>	<input type="checkbox"/>	/
Did you successfully complete one of the above as ordered by the court?	<input type="checkbox"/>	<input type="checkbox"/>	/

If you are currently on probation/parole, you must request your probation/parole officer to send a letter describing your current probation/parole requirements and your compliance with supervision.

PENDING CHARGES

List all **pending** felonies, misdemeanors, or other violations of federal, state, or local law or municipal ordinance, other than minor traffic offenses. Submit a copy of the police report/criminal complaint for each of the following **pending charges**.

PENDING CHARGE	DATE OF CONVICTION	LOCATION (CITY/STATE)
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	

PERSONAL STATEMENT

Write a personal statement regarding your convictions and/or pending charges. Attach additional sheet(s) if necessary.

SIGNATURE

CONTINUING DUTY OF DISCLOSURE

I understand that I have a continuing duty of disclosure during the application process. If information I have provided in this application becomes invalid, incorrect, or outdated, I understand that I am obliged to provide any necessary information to ensure the information on my application remains current, valid, and truthful. I understand that Credentialing authorities may view acts of omission as dishonesty and that my duty of disclosure during the application process exists until licensure is granted or denied.

AFFIDAVIT OF APPLICANT

I declare that I am the person referred to on this application and that all answers set forth are each and all strictly true in every respect. I understand that failure to provide requested information, making any materially false statement and/or giving any materially false information in connection with my application for a credential or for renewal or reinstatement of a credential may result in credential application processing delays; denial, revocation, suspension or limitation of my credential; or any combination thereof; or such other penalties as may be provided by law. I further understand that if I am issued a credential, or renewal, or reinstatement thereof, failure to comply with the statutes and/or administrative code provisions of the licensing authority will be cause of disciplinary action.

By signing below, I am signifying that I have read the above statements (Certification of Legal Status, Continuing Duty of Disclosure and Affidavit of Applicant) and understand the obligation I have as an applicant or credential-holder should information I've provided to the Department of Agriculture, Trade and Consumer Protection change.

APPLICANT SIGNATURE

DATE

APPLICANT PRINTED NAME

MAIL this form to:

OR

EMAIL this form to:

DATCP
ATTN: Veterinary Examining Board
PO Box 8911
Madison, WI 53708-8911

DATCPVEB@wisconsin.gov

STATE OF _____

COUNTY OF _____

Subscribed and sworn to before me on _____

NOTARY PUBLIC (PRINT NAME)

(SEAL)

NOTARY PUBLIC (SIGN NAME)

My commission: expires _____ is permanent.

***A NOTARIAL SEAL OR STAMP IS REQUIRED**

Wisconsin Department of Agriculture, Trade and Consumer Protection

FREQUENTLY ASKED QUESTIONS

- 1. If I was named in a trial but not convicted, do I need to report or submit anything?**
 - Send in a court document stating either that the charges were dismissed or you were acquitted.
 - If you entered into a deferred prosecution agreement, submit a copy of the agreement and verification that you have complied with all terms and conditions of the agreement.

- 2. If the conviction was expunged, do I need to report or submit anything?**
 - Usually, the court expunges a conviction after compliance with all sentences of the conviction. Technically, there is a conviction at one point in time; therefore, you need to disclose the conviction and provide all documents required for this form. Also, include a court document stating the conviction was expunged.

- 3. What do I do if records are no longer available due to the length of time passed since the conviction?**
 - Include a personal statement describing each offense listed on this form along with an explanation of the penalties imposed and verification that you completed all requirements. State that the records are no longer available in your personal statement and include a letter from the records custodian confirming the unavailability of the records.

- 4. Do I need to report or submit anything about minor traffic violations, e.g., a speeding ticket?**
 - There is no need to disclose most traffic violations, however, any traffic violation that involves alcohol (including convictions for operating while intoxicated) or other drug use, should be disclosed.

- 5. How can I find out if I am excluded from getting a license due to a conviction?**
 - Please refer to the statutes and rules governing Veterinary or Veterinary Technician practice to determine whether your conviction records are substantially related to the practice of the profession.
 - We are unable to determine prior to full review whether an applicant will or will not be issued a license based on the conviction records as it is determined by the Veterinary Examining Board (VEB) on a case-by-case basis.

- 6. How long does it take to review these documents?**
 - The time period for conviction review varies depending on whether all information is complete, whether all documentation is received, and whether it needs to be reviewed by the board.

- 7. What are certified court records and where do I get them?**
 - These are records certified as true and correct by the Office of the Clerk of Courts and may include judgment of conviction, police report/incident report/criminal complaint, court-ordered assessment report, etc.
 - Records may be obtained from the Office of the Clerk of Courts in the county in which your case was heard or from relevant law enforcement agency.

- 8. If I was underage at the time of the offense, do I need to report or submit anything?**
 - Report the conviction and submit all court documents and verification that you have complied with all requirements. Any conviction received while underage involving alcohol (including convictions for operating while intoxicated) or other drug use must be disclosed.

- 9. What needs to be in the personal statement?**
 - A personal statement should describe the events that led to each offense and conviction listed on this form along with an explanation of the penalties imposed and verification that you completed all requirements. Be sure to answer the questions: “who,” “what,” “when,” “where,” “how,” and “why.” You might also include any information about changes in your life, including past and current treatment programs, that you would like the Veterinary Examining Board to consider during the review.

- 10. Do I need to hire a lawyer?**
 - It is your decision as to whether you need to hire an attorney. If you would like a legal opinion, you might want to hire a private attorney, as the legal department of DATCP cannot provide legal advice to applicants.