

**Executive Order 202.13 Criminal History Information Attestation**

I have been advised that as part of my employment, \_\_\_\_\_ will request a background check with the NYS Division of Criminal Justice Services (DCJS) and the Federal Bureau of Investigation (FBI). A conviction or pending charges for certain crimes may affect my suitability for employment in this position.  
(Agency Name)

I certify to the best of my knowledge that I: (check as appropriate)

- (a) \_\_\_\_\_ Have not been convicted of a crime.\*
- (b) \_\_\_\_\_ Have been convicted of a crime in NY or another jurisdiction.
- (c) \_\_\_\_\_ Have pending arrest charges in NY or another jurisdiction.

If (b) or (c) is checked, details must be provided regarding conviction or pending charges, including date, location, and nature of the offense:

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\*You have not been convicted of a crime if:

- a. Your conviction was sealed; dismissed; reversed; resulted in a youthful offender (YO) or juvenile delinquency (JD) adjudication; resulted in a conviction for a non-criminal violation offense; or if you were acquitted;
- b. You received an Adjudgment in Contemplation of Dismissal (ACD) and the adjournment period has elapsed; or
- c. You withdrew your plea after completing a treatment program and were not convicted of a felony or misdemeanor.

I understand that failure to disclose criminal history may result in immediate termination.

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

Date \_\_\_\_\_

Witness Signature \_\_\_\_\_

Date \_\_\_\_\_