

Texas Department of Housing and Community Affairs
MANUFACTURED HOUSING DIVISION
P. O. BOX 12489 Austin, Texas 78711-2489
(877) 313-3023 FAX: (512) 475-3506
Internet Address: www.tdhca.texas.gov/mhd

CRIMINAL HISTORY AFFIDAVIT

Your Name: _____

Your Address: _____

If you were convicted, pled guilty, pled nolo contendere, or received deferred adjudication for a felony or misdemeanor, other than a Class C misdemeanor for a traffic violation, within the five years preceding the date of the application, additional information is required. Section 1201.551(a)(8) of the Texas Occupations Code states that the director may refuse to issue a certificate of license if the director finds that the applicant has acquired a criminal record during the five-year period preceding the application date that, in the opinion of the director, makes the applicant unfit for licensing.

1. What is your record of criminal offenses within the five years preceding the date of this application?

Description of Offense	Class and Category (Felony or Misdemeanor)	Date of Conviction	Name and Address of Court

2. How old were you at the time of the arrest of the last offense?

3. What, if any, is your probation or parole status?

4. List your work activity prior to and since the arrest for the last offense, giving dates and employers.

5. Attach any evidence of rehabilitation efforts while incarcerated, while on probation, or following your release (attach documents as appropriate).

6. Attach any other evidence that you wish the Department to consider, such as letters of recommendation from past employers, colleagues, prosecutors, law enforcement authorities, correctional officers, sheriff or chief of police in your community, and other persons in contact with you.

QUESTIONNAIRE AND AFFIDAVIT (*continued*)

7. Applicant's description of the incident(s) subject to this affidavit. In your own words, provide a statement as to what happened and how you were involved; what you believe may be mitigating circumstances surrounding the incident(s); and to what effect, if any, the incident(s) have had on your life.

If additional space is needed, please attach continuation sheet behind this document.

10 Texas Administrative Code, Section 80.41(f)(5) states that the applicant shall furnish proof in any form, as may be required by the department, that he/she has maintained a record of steady employment and has otherwise maintained a record of good conduct and has paid all outstanding court costs, supervision fees, fines, and restitution as may have been ordered in all criminal cases in which the applicant was convicted.

It is your responsibility to obtain and provide the Department with any information you wish the Department to consider. If you have questions, ask for the License Analyst at 1-877-313-3023. Please return this form with the requested information. The Department will notify you if your application for a new license or renewal is denied. To expedite the processing of your application, please provide the Department with a copy of your official conviction record.

SIGNATURES (*Notarization is REQUIRED*)

State of Texas

County of _____

Signed on the ____ day of _____, 20____, I, _____, do hereby swear to the foregoing instruments, and being duly sworn, declare that the statements made therein are true and correct.

(Signature of Applicant)

State of Texas

County of _____

Before me, a notary public, on the ____ day of _____, 20____, personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and, being by me first duly sworn, declared that the statements made therein are true and correct.

(Signature of Notary)

SEAL