

**Oklahoma Board of  
Licensed Alcohol and Drug Counselors  
101 N.E. 51<sup>st</sup> Street  
Oklahoma City, Ok 73105**

**INSTRUCTIONS and PETITION TO REQUEST  
INITIAL DETERMINATION OF ELIGIBILITY  
FOR LICENSURE or CERTIFICATION  
FOR INDIVIDUALS WITH HISTORY OF  
CRIMINAL CONVICTION**

*Criminal History Initial Determination Fee = \$95.00*

Use this Petition if you:

- Have a history of one or more criminal convictions
- Wish to know if you are eligible to become a Certified Alcohol and Drug Counselor
- Wish to know if you are eligible to become a Licensed Alcohol and Drug Counselor
- Wish to know if you are eligible to become a Licensed Alcohol and Drug Counselor/Mental Health

**INSTRUCTIONS**

**PLEASE READ THE INSTRUCTIONS CAREFULLY  
BEFORE COMPLETING THE PETITION**

A list of criminal convictions that **MAY DISQUALIFY** an applicant from being eligible for certification or licensure as an alcohol and drug counselor is included as part of this document.

1. **Completion of initial determination of eligibility:** You must complete the entire petition with your full legal name, which is the name on your birth certificate and any subsequent legal name changes. Please indicate "NMN" if you do not have a middle name.

When you are finished entering your information, **sign the Petition LEGIBLY, using your full legal name.**

2. **Fee:** Attach to your petition the appropriate fee payable by **cashier's check or money order**. If the fee is not submitted or if the fee is incorrect, the petition will be immediately returned without review. *Fees submitted are not refundable.*

**OKLAHOMA BOARD OF  
LICENSED ALCOHOL AND DRUG COUNSELORS**

101 N. E. 51<sup>ST</sup> Street  
Oklahoma City, Ok 73105  
405-521-0779

***PETITION FOR INITIAL DETERMINATION OF ELIGIBILITY  
FOR LICENSURE OR CERTIFICATION***

**TYPE OR PRINT IN BLUE OR BLACK INK ONLY – Do not use correction fluid!**

I hereby petition for an initial determination of eligibility for Alcohol and Drug counselor licensure or certification in accordance with the statutes of the State of Oklahoma (59 O.S. §§ 567.1 *et seq.* and §4000.1.)

**Section I: Petitioner Information**

My full legal name is \_\_\_\_\_  
First Middle Maiden (if applicable) Last

My mailing address is \_\_\_\_\_  
Box number or Street address

\_\_\_\_\_  
City State Zip

Telephone: Day (\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_) \_\_\_\_\_

Email address \_\_\_\_\_

Social Security Number \_\_\_\_\_

**Section II: Criminal History Information**

The petitioner for an initial determination of eligibility must include a complete criminal conviction history with the application. This does not include convictions for crimes committed as a juvenile, or convictions that have been expunged by Order of a court of competent jurisdiction.

The criminal history shall be presented in one of two ways and **attached to this Petition:**

- 1) The petitioner may submit with this Petition, a copy of his or her official criminal history record with a typewritten explanation of each conviction mentioned in the criminal history record;

2) The petitioner may submit a typewritten statement describing each criminal conviction including the date of each conviction, the court of jurisdiction and the sentence imposed. The petitioner for an initial determination of eligibility may also include a typewritten statement describing additional information for consideration by the Board, including, for example, information about his or her current circumstances, the length of time since conviction and completion of sentence and what has occurred since conviction or completion of sentence, evidence of rehabilitation, testimonials or personal reference statements and employment aspirations.

**Section III:**

Please check each of the following to verify your understanding:

- \_\_\_\_\_ I understand that I must complete all questions on the initial determination of eligibility form, typed or printed in black or blue ink with no correction fluid. I understand that I must attach a cashier's check or money order for \$95.00 to this Petition.
- \_\_\_\_\_ I understand that the Board's decision on my initial determination of eligibility for alcohol and drug counselor licensure or certification is based ENTIRELY on the information I have provided with this Petition.
- \_\_\_\_\_ I understand that **IF** the Board makes an initial determination of eligibility that I presently appear eligible for licensure or certification, that initial determination is NOT A GUARANTEE that I will be eligible at the time I apply for licensure or certification.
- \_\_\_\_\_ I understand that my subsequent conduct, or facts not reported by me, or criminal convictions not disclosed at the time of the initial determination, may bear on my eligibility at the time I actually apply for licensure or certification.

**AFFIDAVIT**

Sign full name LEGIBLY – No initials--DO NOT PRINT--If no middle name, indicate NMN

I declare and affirm that the statements made in this Petition, including any and all accompanying documents prepared by me, are true, complete and correct.

**Signature of Petitioner for Initial Determination:**

\_\_\_\_\_  
DATE

**Print full legal name in the space below:**

\_\_\_\_\_  
First

\_\_\_\_\_  
Middle

\_\_\_\_\_  
Last

**LIST OF ANNOTATED CRIMES PURSUANT TO 59 O.S., § 4000.1(C)**

- a. All crimes listed at 57 O.S., § 571
1. 21 O.S., § 349 (destruction of public buildings)
  2. 21 O.S., § 540A(B) or (C) (eluding peace officer)
  3. 21 O.S., § 644 (domestic abuse by strangulation, domestic assault with a dangerous weapon, or domestic assault and battery with a dangerous weapon)
  4. 21 O.S., § 645 (assault, battery, or assault and battery with dangerous weapon)
  5. aggravated assault and battery upon any person defending another person from assault and battery
  6. 21 O.S., § 650 (aggravated assault and battery upon law officers)
  7. 21 O.S., § 651 (poisoning with intent to kill)
  8. 21 O.S., § 652 (shooting with intent to kill, use of a vehicle to facilitate use of a firearm, crossbow or other weapon, assault, battery, or assault and battery with a deadly weapon or by other means likely to produce death or great bodily harm)
  9. 21 O.S., § 653 (assault with intent to kill)
  10. 21 O.S., § 681 (assault with intent to commit felony)
  11. 21 O.S., § 701.7 (first degree murder)
  12. 21 O.S., § 701.8 (second degree murder)
  13. 21 O.S., § 711 (first degree manslaughter)
  14. 21 O.S., § 716 (second degree manslaughter)
  15. 21 O.S., § 741 (kidnapping)
  16. 21 O.S., § 745 (kidnapping for the purpose of extortion)
  17. 21 O.S., § 748 (human trafficking)
  18. 21 O.S., § 751 (maiming)
  19. 21 O.S., § 791 (robbery)
  20. 21 O.S., § 797 *et seq.* (robbery in the first or second degree)
  21. 21 O.S., § 800 (robbery committed by two or more persons)
  22. 21 O.S., § 801 (armed robbery)
  23. 21 O.S., § 843.1 (abuse, neglect, or financial exploitation by a caretaker)
  24. 21 O.S., § 843.5 (child abuse)
  25. 21 O.S., § 849 (wiring or equipping of vehicles or structures with explosives)
  26. 21 O.S., § 888 (forcible sodomy)
  27. 21 O.S., §§ 1021.2, 1021.3, 1024.1, or 1040.12a (child pornography or aggravated child pornography)
  28. 21 O.S., § 1030 (child prostitution)
  29. 21 O.S., § 1111.1 (rape by instrumentation)
  30. 21 O.S., § 1114 (rape in the first or second degree)
  31. 21 O.S., § 1123 (lewd or indecent proposals or acts to child under 16)
  32. 21 O.S., § 1261 (criminal syndicalism)
  33. 21 O.S., § 1262 (sabotage)
  34. 21 O.S., §§ 1268 – 1268.8 (terrorism)

35. 21 O.S., § 1287 (use of firearm while committing a felony)
  36. 21 O.S., § 1289.16 (felony pointing firearms)
  37. 21 O.S., § 1303 (assault with dangerous weapon while masked or disguised)
  38. 21 O.S., § 1311 (rioting)
  39. 21 O.S., § 1320.2 (incitement to riot)
  40. 21 O.S., § 1401 (first degree arson)
  41. 21 O.S., § 1431 (burglary in the first degree)
  42. 21 O.S., § 1441 (burglary by use of explosives)
  43. 21 O.S., § 1481 (extortion)
  44. 21 O.S., § 1485 (obtaining signature by extortion)
  45. 21 O.S., § 1767.1 (bombing)
  46. 21 O.S., § 1903 (seizure of a bus, discharging firearm or hurling missile at bus)
  47. 43A O.S., § 10-103 (abuse of a vulnerable adult)
  48. 63 O.S., § 2-415(C) (aggravated trafficking)
- b. 21 O.S., § 644 (felony involving domestic assault, domestic assault and battery, or domestic abuse)
- c. All crimes listed at 57 O.S., § 582 (Sex Offenders Registration Act)
1. 21 O.S., § 681 (sexual assault)
  2. 21 O.S., § 741 (kidnapping involving sexual abuse or sexual exploitation)
  3. 21 O.S., § 748 (human trafficking for commercial sex)
  4. 21 O.S., § 843.1 (abuse, neglect, or financial exploitation by caretaker involving sexual abuse or sexual exploitation)
  5. 21 O.S., § 843.5 (sexual abuse or sexual exploitation of children)
  6. 21 O.S., § 852.1 (child endangerment by permitting child sexual abuse)
  7. 21 O.S., § 856 (contributing to the delinquency of a minor involving child prostitution or human trafficking for commercial sex)
  8. 21 O.S., § 865-870 (trafficking in children involving sexual abuse or sexual exploitation)
  9. 21 O.S., § 885 (incest involving sexual abuse or sexual exploitation)
  10. 21 O.S., § 886 (crime against nature involving sexual abuse or sexual exploitation)
  11. 21 O.S., § 888 (forcible sodomy involving sexual abuse or sexual exploitation)
  12. 21 O.S., § 891 (maliciously, forcibly, or fraudulently taking away or enticing children involving sexual abuse or sexual exploitation)
  13. 21 O.S., § 1021 (indecent exposure involving child prostitution)
  14. 21 O.S., §§ 1021.2, 1021.3, 1024.1, 1024.2, or 1040.12a (child pornography or aggravated child pornography, involving child prostitution)
  15. 21 O.S., § 1029 (engaging in or soliciting prostitution – child prostitution – human trafficking)
  16. 21 O.S., § 1040.8 (publication, distribution, or participation in preparation of any child pornography)
  17. 21 O.S., § 1040.13 (child pornography)
  18. 21 O.S., § 1040.13a (soliciting sexual contact or communication with a minor by use of technology)

19. 21 O.S., § 1087 (offering or transporting child for purpose of prostitution)
  20. 21 O.S., § 1088 (child prostitution – unlawful detainer in prostitution house)
  21. 21 O.S., § 1111.1 (rape by instrumentation)
  22. 21 O.S., § 1114 (rape in first or second degree)
  23. 21 O.S., § 1123 (lewd or indecent proposals or acts to child under 16)
  24. 21 O.S., § 1040.13b(G) (nonconsensual dissemination of private sexual images for gain)
- d. Any law equivalent to those listed in a., b., or c., above, from another jurisdiction.