

To be used with Question 31
FORM 31 / RECORD OF ADMINISTRATIVE ACTIONS

Name _____
First Middle Last Suffix

Complete title of action/complaint _____

Date action/complaint filed _____ File number _____

Name and complete address of administrative forum or body involved:

Name of administrative forum or body _____

Address _____

City State Zip _____

Country Province _____

Name and complete address of investigative agency (body, board, commission, committee, etc.):

Name of agency _____

Address _____

City State Zip _____

Country Province _____

Date of final disposition _____

Disposition _____

Provide a Detailed Explanation: On a separate page(s), provide a detailed explanation of the action taken containing a description of the factual events and actions which led to this administrative action. The explanation should include your perspective of the circumstances, reasons, or situations that contributed to the administrative action disclosed. This includes any information or explanation which mitigates or lessens the severity of your actions or conduct and to illustrate rehabilitation.

Provide substantiating documentation to include a copy of the administrative record and final disposition from the administrative authority.

Duplicate this form as needed.

Detailed Explanation: