

Getting Started

Request for Certificate of Good Conduct

IMPORTANT: This getting started guide and the instructions are not legal advice. They are only meant to help you learn how to request a Certificate of Good Conduct. Your use of the forms does not guarantee you will receive a Certificate of Good Conduct.

To learn how to fill out the forms and file them with the court, read the *HOW TO ASK FOR A CERTIFICATE OF GOOD CONDUCT* instruction booklet and the instructions on the forms.

Names of forms:	<ul style="list-style-type: none">○ <i>Request for Certificate of Good Conduct</i>○ <i>Notice of Court Date for Request for Certificate of Good Conduct</i>○ <i>Order for Request for Certificate of Good Conduct</i>
Purpose of the forms:	To get a court order stating that you have been rehabilitated. This may allow you to qualify for jobs that your criminal record could normally prevent you from getting or remove statutory barriers to employment (for example, your felony conviction prevents you from driving a school bus).
Types of cases the forms CAN be used for:	Misdemeanor and felony convictions except as noted below. You should first review <i>How to Expunge and/or Seal a Criminal Record</i> because expungement or sealing may be a better option if you qualify. However, felony convictions can still be seen by some employers and a Certificate may still be needed.
Types of convictions the forms CANNOT be used for:	<ul style="list-style-type: none">○ Aggravated Driving Under the Influence○ Aggravated Domestic Battery○ Arson, Aggravated Arson○ Kidnapping, Aggravated Kidnapping○ Convictions resulting in registration under (1) Sex Offender Registration Act, (2) Arsonist Registration Act, or (3) Murder and Violent Offender Against Youth Registration Act○ Federal or out of state convictions unless you are removing a specific legal restriction, for example, the Illinois School Code bars you from working with that conviction in schools○ Juvenile cases○ Civil cases○ Minor traffic offenses
Cost to file the forms:	There may be a fee to file your <i>Request for Certificate of Good Conduct</i> . The Circuit Clerk will let you know the amount of the fee.
Special information or papers needed to complete the forms:	<ul style="list-style-type: none">• Dates of arrests and charges;• Outcome of court cases; AND• Addresses of the State's Attorney's offices that filed charges against you.
Statutes covering the forms:	730 ILCS 5/5-5.5
Where to find the forms and instruction sheet:	http://www.illinoiscourts.gov/Forms/approved/
For more information:	Read the <i>How to ask for a Certificate of Good Conduct</i> instruction booklet that comes with these forms. You may also find more information, resources, and the location of your local county self help center at: https://www.illinoislegalaid.org/legal-information/certificates-good-conduct-and-relief-disability-0

Find Illinois Supreme Court approved forms at: <http://www.illinoiscourts.gov/Forms/approved/>.