

**18 NCAC 07B .0503      EXPLANATION OF CONVICTIONS**

An individual who submits a criminal history record shall include an explanation for each criminal conviction with:

- (1) the individual's signature and the date on which the individual signed the explanation;
- (2) for each felony conviction:
  - (a) the date of the conviction and the court where the conviction was entered;
  - (b) the name of the court and the case number;
  - (c) the charge upon which the conviction was entered;
  - (d) a description of the circumstances surrounding the commission of the crime;
  - (e) the sentence imposed;
  - (f) a copy of the document showing the date of release from probation, parole, incarceration, or completion of the terms of the individual's sentence for each conviction; and
  - (g) a copy of any document restoring the individual's citizenship rights; and
- (3) for each misdemeanor conviction the information required in Items (2)(a)-(f) of this Rule.

*History Note:*      *Authority G.S. 10B-4;*  
                              *Eff. July 1, 2024.*