

New York State Department of Environmental Conservation
Division of Materials Management
Bureau of Pest Management, 9th Floor
625 Broadway, Albany, New York 12233-7254
Phone: (518) 402-8748 • **Fax:** (518) 402-9024
Website: www.dec.ny.gov

PESTICIDE CERTIFICATION APPLICANTS WITH FELONY CONVICTIONS

If you have had a felony conviction, the Department suggests that you submit information about the conviction prior to registration and payment for a 30 hour eligibility course. The Department may deny, or approve, an application for certification if the applicant or certified applicator has been convicted of a felony. In order for the Department to conduct a review and make a determination, an applicant must submit the following three items:

- 1. A Certificate of Disposition for each and every felony conviction, showing what you were convicted of and what the sentence was. You can obtain this document from the court where you were convicted.
- 2. A letter explaining in your own words the events surrounding each felony conviction. List each felony by name and year. Include sufficient detail that provides a clear picture of what led to each felony conviction. This letter must be signed and dated.
- 3. At least one reference letter from someone other than a family member. This reference letter must also be signed and dated.

In addition to the above information you may also submit evidence of your substantial rehabilitation such as information about schooling, drug rehabilitation, professional licenses you have received, and other accomplishments since your felony conviction(s). You may also submit a copy of a certificate of relief from disabilities, if you have one. Please give us as complete and thorough an explanation as possible so that we may make a fair and equitable determination. Please mail your documentation to us at:

NYS DEC
PESTICIDE REPORTING & CERTIFICATION
625 BROADWAY – 9TH FLOOR
ALBANY, NY 12233-7254

If the determination of the commissioner is to deny your application you will receive a formal NOTICE OF INTENT TO DENY your certification. In accordance with the New York Codes, Rules and Regulations (NYCRR), 6 NYCRR Parts 621 and 624 provides you with thirty (30) days from the receipt of that NOTICE to request a hearing on your application.