

# A Guide to Certificates of Good Conduct

## What is a Certificate of Good Conduct?

A Certificate of Good Conduct is a court order that says someone has rehabilitated from past criminal conduct, relieving previously incarcerated people from barriers to employment or housing resulting from being convicted of a crime. Certificates of Good Conduct are not considered pardons.

## Who is eligible for a Certificate of Good Conduct?

You can apply for a Certificate so long as you have not been convicted of any of the following:

- 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
- Certificate of Good Conduct cannot be issued for the following types of cases: juvenile cases, civil cases and minor traffic offense

## What is the waiting period for a Certificate of Good Conduct?

In order to be issued a Certificate of Good Conduct, applicants must conduct themselves in a manner deserving the issuance of the Certificate for a minimum one year if your most serious crime was a misdemeanor; or two years if the most serious crime was a felony.



**Hours:** 8:30 a.m. to 4:30 p.m. Monday-Friday  
Excluding Court Holidays

## What forms are needed to obtain a Certificate of Good Conduct?

- Request for Certificate of Good Conduct - <https://bit.ly/3fuGk5f>
- Notice of Court Date for Request for Certificate of Good Conduct - <https://bit.ly/2R16pQ9>
- Order for Request for Certificate of Good Conduct - <https://bit.ly/3fVok2S>

## What free resources are available for obtaining a Certificate of Good Conduct?

For guidance on requesting a Certificate of Good Conduct visit:

Illinois Legal Aid Online - <https://bit.ly/3fv15xP>

Illinois Courts - <https://bit.ly/3wSWI1W>

## Cook County Courthouse Locations

### District 1 Richard J. Daley Center

50 W. Washington St. Chicago, IL 60602  
(312) 603-6300

### Criminal Division

George N. Leighton Criminal Court Bldg  
2650 S. California Ave., Chicago, IL 60608

### District 2 Skokie

5600 Old Orchard Rd. Skokie, IL 60077  
(847) 470-7250

### District 3 Rolling Meadows

2121 Euclid Ave. Rolling Meadows, IL 60008  
(847) 818-3000

### District 4 Maywood

1500 Maybrook Ave. Maywood, IL 60153  
(708) 865-4937

### District 5 Bridgeview

10220 South 76th Avenue Bridgeview, IL 60455  
(708) 974-6500

### District 6 Markham

16501 South Kedzie Parkway Markham, IL 60428  
(708) 210-4551