

PARDON INFORMATION AND INSTRUCTIONS

Please read carefully before completing the pardon application

1. Submit the petition to the Office of the Pardon Attorney

All petitions, except petitions relating to military offenses (see paragraph 6 below), should be forwarded to the Office of the Pardon Attorney, Department of Justice, 145 N Street N.E., Room 5E.508, Washington, D.C. 20530. The completed pardon petition must be entirely legible; therefore, please type or print in ink. The form must be completed fully and accurately and notarized in order to be considered. You may attach to the petition additional pages and documents that amplify or clarify your answer to any question. **Please do not staple, glue, or tape any part of your petition or supporting documents.**

2. Federal convictions only

Under the Constitution, only federal criminal convictions, such as those adjudicated in the United States District Courts, may be pardoned by the President. In addition, the President's pardon power extends to convictions adjudicated in the Superior Court of the District of Columbia and military court-martial proceedings. However, the President cannot pardon a state criminal offense. Accordingly, if you are seeking clemency for a state criminal conviction, you should not complete and submit this petition. Instead, you should contact the Governor or other appropriate authorities of the state where you reside or where the conviction occurred (such as the state board of pardons and paroles) to determine whether any relief is available to you under state law. If you have a federal conviction, information about the conviction may be obtained from the clerk of the federal court where you were convicted.

3. Five-year waiting period required

Under the Department's rules governing petitions for executive clemency, 28 C.F.R. §§ 1.1 *et seq.*, an applicant must satisfy a minimum waiting period of five years before he becomes eligible to apply for a presidential pardon of his federal conviction. The waiting period, which is designed to afford the petitioner a reasonable period of time in which to demonstrate an ability to lead a responsible, productive and law-abiding life, begins on the date of the petitioner's release from confinement. Alternatively, if the conviction resulted in a sentence that did not include any form of confinement, including community or home confinement, the waiting period begins on the date of sentencing. In addition, the petitioner should have fully satisfied the penalty imposed, including all probation, parole, or supervised release before applying for clemency. Moreover, the waiting period begins upon release from confinement for your most recent conviction, whether or not this is the offense for which pardon is sought. You may make a written request for a waiver of this requirement. However, waiver of any portion of the waiting period is rarely granted and then only in the most exceptional circumstances. In order to request a waiver, you must complete the pardon application form and submit it with a cover letter explaining why you believe the waiting period should be waived in your case.

4. Length of process

The pardon process can be lengthy as it is a rightfully thorough process. The evaluation of a pardon application may take several years from start to finish. A pardon application submitted under one presidential administration, but undecided under that administration, need not be resubmitted. No matter the presidential administration, an application will remain under consideration until final action is taken by the President in Office at that time.

5. Status updates

The Office of the Pardon Attorney does not disclose information regarding the nature or results of any investigation that may have been undertaken in a particular case, or the exact point in the clemency process at which a particular petition is pending at a given time. When a status update is requested, the Office of the Pardon Attorney can only advise you as to whether your application

remains under consideration. You will be promptly notified when final action is taken on your application.

6. Applicant information updates

Each applicant is responsible for providing the Office of the Pardon Attorney with up-to-date contact information. You should submit notification of any change in address, telephone number, or e-mail address in writing to the Office of the Pardon attorney via e-mail preferably. However, we can also accept information via postal mail.

7. Reason for seeking pardon

In answering question 20, you should state the specific purpose for which you are seeking pardon and, if applicable, attach any relevant documentary evidence that indicates how a pardon will help you accomplish that purpose (such as citations to applicable provisions of state constitutions, statutes, or regulations, or copies of letters from appropriate officials of administrative agencies, professional associations, licensing authorities, etc.). In addition, you should bear in mind that a presidential pardon is ordinarily a sign of forgiveness and is granted in recognition of the applicant's acceptance of responsibility for the crime and established good conduct for a significant period of time after conviction or release from confinement. A pardon is not a sign of vindication and does not connote or establish innocence. For that reason, when considering the merits of a pardon petition, pardon officials take into account the petitioner's acceptance of responsibility, remorse, and atonement for the offense.

8. Multiple federal convictions

If you have more than one federal conviction, the most recent conviction should be shown in response to question 2 of the petition and the form completed as to that conviction. For all other federal convictions, including convictions by military courts-martial, the information requested in questions 2 through 6 of the petition should be attached as a written supplement to your petition. Any federal charges not resulting in conviction should also be reported in the space provided for prior and subsequent criminal record (question 7).

9. Pardon of a military offense

If you are requesting pardon of a court-martial conviction only, you must submit your completed petition directly to the Secretary of the military department that had original jurisdiction in your case, listing all pertinent information concerning your court-martial trial and conviction, in response to questions 2 through 6 and question 15 of the petition form. The addresses for submitting a request for a pardon of a court-martial conviction are as follows:

U.S. Army:
Secretary of the Army
Department of the Army
ATTN: OTJAG-CLD
Pentagon
Washington, DC 20310

U.S. Air Force:
Secretary of the Air Force
Attention: AFLOA/JAJR
1500 W. Perimeter Road,
Suite 1170
Joint Base Andrews Naval Air Facility, MD 20762

U.S. Navy/U.S. Marine Corps:
Office of the Judge Advocate General
Criminal Law Division (Code 20)
1254 Charles Morris Street S.E.,
Suite B01
Washington Navy Yard, D.C. 20374

Pardon of a military offense will not change the character of a military discharge. An upgrade or other change to a military discharge may only be accomplished by action of the appropriate military authorities. To apply for a review of a military discharge, you should write to the relevant military branch, at the address listed below:

U.S. Army:
Army Review Boards Agency
251 18th Street South
Arlington, Virginia 22202-4508

U.S. Air Force:
Air Force Review Boards Agency
SAS/MRBR
550C Street West
Suite 40
Randolph Air Force Base, Texas 78150-4742

U.S. Navy/U.S. Marine Corps:
Secretary of the Navy
Naval Council of Personnel Records
702 Kennon Street, SE
Suite 309
Washington Navy Yard, DC 20374-5023

10. Additional arrest record

In response to question 7, you must disclose any additional arrest or charge by any civilian or military law enforcement authority, including any federal, state, local, or foreign authority, whether it occurred before or after the offense for which you are seeking pardon. Your answer should list every violation, including traffic violations that resulted in an arrest or criminal charge, such as driving under the influence. Your failure to disclose any such arrest, whether or not it resulted in conviction, may be construed as a falsification of the petition.

11. Credit status and civil lawsuits

In response to question 14, you must list all delinquent credit obligations, whether or not you dispute them. You must also list all civil lawsuits in which you were named as a party, whether as plaintiff or defendant, including bankruptcy proceedings. You must also list all unpaid tax obligations, whether federal, state, or local. You may submit explanatory material in connection with any of these matters (such as an agreed method of payment for indebtedness) as an attachment to your petition.

12. Character references

At least three character affidavits must accompany the petition. If you submit more than three, you should designate the three persons whom you consider to be primary references. The affidavit forms provided are preferred. However, letters of recommendation may be substituted if they contain the full name, address, and telephone number of the reference, indicate a knowledge of the offense for which you seek pardon, and bear a notarized signature. Persons related to you by blood or marriage cannot be used as primary character references, nor can the attorney representing you in the pardon process, if you are so represented.

13. Effect of a pardon

While a presidential pardon will restore various rights lost as a result of the pardoned offense and should lessen, to some extent, the stigma arising from a conviction, it will not erase or expunge the record of your conviction. If your petition is granted, both your conviction and pardon will show on your record. Therefore, even if you are granted a pardon, you must still disclose your conviction on any form where such information is required, although you may also disclose the fact that you received a pardon. In addition, most civil disabilities attendant upon a federal felony conviction, such as loss of the right to vote and hold state public office, are imposed by state rather than federal law, and also may be removed by state action. Because the federal pardon process is exacting and may be more time-consuming than analogous state procedures, you may wish to consult with the appropriate authorities in the state of your residence regarding the procedures for restoring your state civil rights.

14. Scope of investigation

Pardon officials, in conjunction with the Federal Bureau of Investigation (FBI) conduct a very thorough review in determining a

petitioner's worthiness for relief. Accordingly, you should be prepared for a detailed inquiry into your personal background and current activities. Among the factors entering into this determination are the nature, seriousness and recentness of the offense, your overall criminal record, any specific hardship you may be suffering because of the conviction, and the nature and extent of your post-conviction involvement in community service, or charitable or other meritorious activities. We encourage you to submit information concerning your community contributions.

15. Penalty for false statements

The failure to fully and accurately complete the application form may be construed as a falsification of the petition, which may provide a reason for denying your petition. In addition, the knowing and willful falsification of a document submitted to the government may subject you to criminal punishment, including up to five years' imprisonment and a \$250,000 fine. *See* 18 U.S.C. §§ 1001 and 3571.

16. Exclusive Presidential authority

The power to grant pardons is vested in the President alone. No hearing is held on the pardon application by either the Department of Justice or the White House. You will be notified in writing directed to the last address you provided during the pardon process when a final decision is made on your petition. There is no appeal from the President's decision to deny a clemency request. As a matter of well-established policy, the specific reasons for the President's decision to grant or deny a petition generally are not disclosed by either the White House or the Department of Justice. In addition, documents reflecting deliberative communications pertaining to presidential decision-making, such as the Department's recommendation to the President in a clemency matter, are confidential and not available under the Freedom of Information Act. If your petition is denied, you may submit a new petition for consideration two years from the date of denial.

For more information, you may contact the Office of the Pardon Attorney at the address provided in paragraph 1 above or by telephone at (202) 616-6070.

PRIVACY STATEMENT FOR PARDONS

IMPORTANT NOTICE

To Applicants for Pardon

The following notice is provided pursuant to the Privacy Act of 1974 to help you to understand what is involved in petitioning for pardon and why we need to obtain certain information about you.

The information that we request from you on the accompanying pardon application form, and in any ensuing background investigation, is needed to develop the basis for an informed judgment about whether you should be granted a pardon. This is our only purpose in asking you to complete and sign the application and, if necessary, requesting that an investigation be made into your character and activities. You are under no obligation to furnish any information. However, if you do not provide all the information requested, we may be unable to process your application. Failure to provide your Social Security number will not prejudice your case.

Our authority for requesting the information solicited in the accompanying pardon application form is the United States Constitution, Article II, Section 2 (the pardon clause); Orders of the Attorney General Nos. 1798-93, 58 Fed. Reg. 53658 and 53659 (1993), 2317-2000, 65 Fed. Reg. 48381 (2000), and 2323-2000, 65 Fed. Reg. 58223 and 58224 (2000), codified in 28 C.F.R. §§ 1.1 *et seq.* (the rules governing petitions for executive clemency); and Order of the Attorney General No. 1012-83, 48 Fed. Reg. 22290 (1983), as codified in 28 C.F.R. §§ 0.35 and 0.36 (the authority of the Office of the Pardon Attorney).

In the course of investigating your application, an agent of the United States Government may interview you and those persons who have executed character affidavits or written letters of reference on your behalf. In addition, neighbors, former and present employers, associates, and other individuals who may be able to provide relevant information concerning you may be interviewed. While such inquiries are made discreetly and a reasonable effort is made not to disclose the underlying nature of the investigation, we cannot assure you that the reason for the inquiry will not become known to some or all of the persons interviewed.

Upon specific request, we advise anyone who asks whether a named person has been granted or denied clemency. In addition, the pendency of an application is confirmed to anyone who asks, unless extraordinary considerations of privacy are presented in a particular case that outweigh the public interest in having access to this information. If you believe such privacy considerations are present in your case, you should so inform us in writing when you submit the application.

After the President has taken favorable final action on an application, a public affairs notice is prepared describing each grant of clemency (such a notice may be prepared for a denial of clemency in cases of substantial public interest). A copy of each warrant of clemency is maintained in this office as a public and official record. Copies of the public affairs notices, clemency warrants, and lists of recent clemency recipients are routinely made available to the public upon request.

Executive clemency files are compiled and maintained to assist the President in exercising his constitutional pardon power and are routinely made available to him, members of his staff, and other government officials concerned with clemency proceedings. The Pardon Attorney may disclose the contents of executive clemency files to anyone when the disclosure is required by law or the ends of justice. In particular, public record documents that may be compiled in the course of processing a clemency application, such as the judgment order from the criminal case for which pardon is sought, trial or sentencing transcripts, court opinions, and newspaper articles, are generally made available upon request by third-parties (including representatives of the news media) pursuant to the Freedom of Information Act, unless such disclosure could reasonably be expected to constitute an unwarranted invasion of the petitioner's personal privacy. In addition, unsolicited Congressional correspondence is treated in the same manner. On the other hand, non-public documents that may be compiled in the course of processing a clemency application, such as the petition and supporting documents, the presentence investigation report, the results of any background investigation, and the report and recommendation of the Department of Justice to the President, are not generally available under the Freedom of Information Act.

The foregoing rules apply to the disclosure of documents in the possession of the Department of Justice. However, the President and his immediate staff are not subject to the constraints of the Freedom of Information and Privacy Acts. Accordingly, while clemency-related documents in the possession of the White House traditionally have not been made public, they may be legally disclosed at the discretion of the President. In addition, clemency-related documents retained by the White House at the end of a presidential administration will become part of the President's official library, where they become subject to the disclosure provisions of the Presidential Records Act.

Moreover, in accordance with a ruling by the federal courts of the District of Columbia in *Lardner v. Department of Justice*, 638 F.Supp.2d 14 (D.D.C. 2009), affirmed, *Lardner v. United States Department of Justice*, No. 09-5337, 2010 WL 4366062 (D.C. Cir. Oct. 28, 2010) (unpublished), the Office of the Pardon Attorney is obliged to release existing lists of the names of persons who have been denied executive clemency by the President to anyone who requests such records pursuant to the Freedom of Information Act.

PART I - EXECUTIVE CLEMENCY

Sections

- 1.1 Submission of petition; form to be used; contents of petition.
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- Authority:** U.S. Const., Art. II, Sec. 2; authority of the President as Chief Executive; and 28 C.F.R. §§ 0.35, 0.36.

§ 1.1 Submission of petition; form to be used; contents of petition.

A person seeking executive clemency by pardon, reprieve, commutation of sentence, or remission of fine shall execute a formal petition. The petition shall be addressed to the President of the United States and shall be submitted to the Pardon Attorney, Department of Justice, Washington, D.C. 20530, except for petitions relating to military offenses. Petitions and other required forms may be obtained from the Pardon Attorney. Petition forms for commutation of sentence also may be obtained from the wardens of federal penal institutions. A petitioner applying for executive clemency with respect to military offenses should submit his or her petition directly to the Secretary of the military department that had original jurisdiction over the court-martial trial and conviction of the petitioner. In such a case, a form furnished by the Pardon Attorney may be used but should be modified to meet the needs of the particular case. Each petition for executive clemency should include the information required in the form prescribed by the Attorney General.

§ 1.2 Eligibility for filing petition for pardon.

No petition for pardon should be filed until the expiration of a waiting period of at least five years after the date of the release of the petitioner from confinement or, in case no prison sentence was imposed, until the

expiration of a period of at least five years after the date of the conviction of the petitioner. Generally, no petition should be submitted by a person who is on probation, parole, or supervised release.

§ 1.3 Eligibility for filing petition for commutation of sentence.

No petition for commutation of sentence, including remission of fine, should be filed if other forms of judicial or administrative relief are available, except upon a showing of exceptional circumstances.

§ 1.4 Offenses against the laws of possessions or territories of the United States.

Petitions for executive clemency shall relate only to violations of laws of the United States. Petitions relating to violations of laws of the possessions of the United States or territories subject to the jurisdiction of the United States should be submitted to the appropriate official or agency of the possession or territory concerned.

§ 1.5 Disclosure of files.

Petitions, reports, memoranda, and communications submitted or furnished in connection with the consideration of a petition for executive clemency generally shall be available only to the officials concerned with the consideration of the petition. However, they may be made available for inspection, in whole or in part, when in the judgment of the Attorney General their disclosure is required by law or the ends of justice.

§ 1.6 Consideration of petitions; notification of victims; recommendations to the President.

(a) Upon receipt of a petition for executive clemency, the Attorney General shall cause such investigation to be made of the matter as he or she may deem necessary and appropriate, using the services of, or obtaining reports from, appropriate officials and agencies of the Government, including the Federal Bureau of Investigation.

(b)(1) When a person requests clemency (in the form of either a commutation of a sentence or a pardon after serving a sentence)

for a conviction of a felony offense for which there was a victim, and the Attorney General concludes from the information developed in the clemency case that investigation of the clemency case warrants contacting the victim, the Attorney General shall cause reasonable effort to be made to notify the victim or victims of the crime for which clemency is sought:

- (i) That a clemency petition has been filed;
- (ii) That the victim may submit comments regarding clemency; and
- (iii) Whether the clemency request ultimately is granted or denied by the President.

(2) In determining whether contacting the victim is warranted, the Attorney General shall consider the seriousness and recency of the offense, the nature and extent of the harm to the victim, the defendant's overall criminal history and history of violent behavior, and the likelihood that clemency could be recommended in the case.

(3) For the purposes of this paragraph (b), "victim" means an individual who:

- (i) Has suffered direct or threatened physical, emotional, or pecuniary harm as a result of the commission of the crime for which clemency is sought (or, in the case of an individual who dies or was rendered incompetent as a direct and proximate result of the commission of the crime for which clemency is sought, one of the following relatives of the victim (in order of preference): the spouse; an adult offspring; or a parent); and
- (ii) Has on file with the Federal Bureau of Prisons a request to be notified pursuant to 28 CFR § 551.152 of the offender's release from custody.

(4) For the purposes of this paragraph (b), "reasonable effort" is satisfied by mailing to the last-known address reported by the victim to the Federal Bureau of Prisons under 28 CFR § 551.152.

(5) The provisions of this paragraph (b) apply to clemency cases filed on or after September 28, 2000.

(c) The Attorney General shall review each petition and all pertinent information

developed by the investigation and shall determine whether the request for clemency is of sufficient merit to warrant favorable action by the President. The Attorney General shall report in writing his or her recommendation to the President, stating whether in his or her judgment, the President should grant or deny the petition.

§ 1.7 Notification of grant of clemency.

When a petition for pardon is granted, the petitioner or his or her attorney shall be notified of such action and the warrant of pardon shall be mailed to the petitioner. When commutation of sentence is granted, the petitioner shall be notified of such action and the warrant of commutation shall be sent to the petitioner through the officer in charge of his or her place of confinement, or directly to the petitioner if he/she is on parole, probation, or supervised release.

§ 1.8 Notification of denial of clemency.

(a) Whenever the President notifies the Attorney General that he has denied a request for clemency, the Attorney General shall so advise the petitioner and close the case.

(b) Except in cases in which a sentence of death has been imposed, whenever the Attorney General recommends that the President deny a request for clemency and the President does not disapprove or take other action with respect to that adverse recommendation within 30 days after the date of its submission to him, it shall be presumed that the President concurs in that adverse recommendation of the Attorney General, and the Attorney General shall so advise the

petitioner and close the case.

§ 1.9 Delegation of authority.

The Attorney General may delegate to any officer of the Department of Justice any of his or her duties or responsibilities under §§ 1.1 through 1.8.

§ 1.10 Procedures applicable to prisoners under a sentence of death imposed by a United States District Court.

The following procedures shall apply with respect to any request for clemency by a person under a sentence of death imposed by a United States District Court for an offense against the United States. Other provisions set forth in this part shall also apply to the extent they are not inconsistent with this section.

(a) Clemency in the form of reprieve or commutation of a death sentence imposed by a United States District Court shall be requested by the person under the sentence of death or by the person's attorney acting with the person's written and signed authorization.

(b) No petition for reprieve or commutation of a death sentence should be filed before proceedings on the petitioner's direct appeal of the judgment of conviction and first petition under 28 U.S.C. § 2255 have terminated. A petition for commutation of sentence should be filed no later than 30 days after the petitioner has received notification from the Bureau of Prisons of the scheduled date of execution. All papers in support of a petition for commutation of sentence should be filed no later than 15 days after the filing of the petition itself. Papers filed by the petitioner more than 15 days after the

commutation petition has been filed may be excluded from consideration.

(c) The petitioner's clemency counsel may request to make an oral presentation of reasonable duration to the Office of the Pardon Attorney in support of the clemency petition. The presentation should be requested at the time the clemency petition is filed. The family or families of any victim of an offense for which the petitioner was sentenced to death may, with the assistance of the prosecuting office, request to make an oral presentation of reasonable duration to the Office of the Pardon Attorney.

(d) Clemency proceedings may be suspended if a court orders a stay of execution for any reason other than to allow completion of the clemency proceeding.

(e) Only one request for commutation of a death sentence will be processed to completion, absent a clear showing of exceptional circumstances.

(f) The provisions of this § 1.10 apply to any person under a sentence of death imposed by a United States District Court for whom an execution date is set on or after August 1, 2000.

§ 1.11 Advisory nature of regulations.

The regulations contained in this part are advisory only and for the internal guidance of Department of Justice personnel. They create no enforceable rights in persons applying for executive clemency, nor do they restrict the authority granted to the President under Article II, Section 2 of the Constitution.

Published in the FEDERAL REGISTER of the National Archives and Records Administration of the United States, October 18, 1993, Vol. 58, No. 199, at pages 53658 and 53659; as amended by a publication in the FEDERAL REGISTER of the National Archives and Records Administration of the United States, August 8, 2000, Vol. 65, No. 153, at page 48381; and as amended by a publication in the FEDERAL REGISTER of the National Archives and Records Administration of the United States, September 28, 2000, Vol. 65, No. 189, at pages 58223 and 58224, 28 CFR §§ 1.1 et seq. See also 28 CFR § 0.35

Petition for Pardon After Completion of Sentence

Please read the accompanying instructions carefully before completing the application. Type or print the answers in ink. Each question must be answered fully, truthfully, and accurately. If the space for any answer is insufficient, you may complete the answer on the optional continuation page or on a separate sheet of paper and attach it to the petition. If a question is not applicable, please state so. You may attach any additional documentation that you believe is relevant to your petition. The submission of any material, false information is punishable by up to five years' imprisonment and a fine of not more than \$250,000. 18 U.S.C. §§ 1001 and 3571.

To The President of the United States:

1. **Full name:** _____
First Middle Last

Address: _____
Number Street City State Zip Code

Email Address: _____

Cell Number: _____ **Social Security No.:** _____
(area code)

Home Number: _____ **Sex:** _____
(area code)

Date of birth: _____ **Place of birth:** _____

Height: _____ **Weight:** _____ **Hair color:** _____ **Eye color:** _____

Does an attorney represent you in your petition for clemency? yes no

If you are represented, please provide your attorney's contact information, including name, address, phone number, and email address if available.

The undersigned petitions for a pardon and in support thereof states as follows:

State in full every other name by which you have been known, including the name under which you were convicted, the reason for your use of another name, and the dates during which you were so known (i.e., include your maiden name, name by a former marriage, aliases, and nicknames).

Are you a United States citizen? yes no

If you are not a U.S. citizen, state your nationality and your alien registration number. If you are a naturalized U.S. citizen, state the date and place of your naturalization.

Have you ever applied for a presidential pardon before? yes no

If yes, state the date you applied for pardon, and the date you were notified of the final disposition of the petition.

Offense(s) For Which Pardon Is Sought

Under the Rules Governing Petitions for Executive Clemency, a minimum waiting period of five years after completion of sentence is required before you become eligible to apply for a presidential pardon. The waiting period begins on the date of release from confinement. If the conviction resulted in probation or a fine with no term of imprisonment, the waiting period begins on the date of sentencing. Please see paragraph 3 of the Information and Instructions on Pardons.

2. Petitioner was convicted on a plea of _____ in the United States District
(guilty, not guilty, nolo contendere)

Court for the _____ District of _____ of the crime of:
(Northern, Western, etc.) (identify state)

(State specific offense; provide citation of statute(s) violated, if known)

and was sentenced on _____ , _____ to imprisonment for _____ ,
(month/day) (year)
 probation/supervised release for _____ , a fine of \$ _____ , and restitution
of \$ _____. Petitioner was _____ years of age when the offense was committed.

3. Petitioner began service of the sentence of (imprisonment probation) on _____ , _____ ;
(month/day) (year)
was released on _____ , _____ from _____ ; began service of
(month/day) (year) (Federal institution)
probation/supervised release on _____ , _____ ; and completed the sentence on
(month/day) (year)
_____. Petitioner (did did not) appeal the conviction.
(month/day) (year)

4. Indicate the date(s) on which the fine or restitution was paid. If the fine or restitution has not been paid in full, explain why, and state the remaining balance.

5. If you appealed your conviction or sentence, provide the date of the decision(s) by the Court of Appeals and, if applicable, the Supreme Court. Also provide citations to any published judicial opinion(s), and a copy of any unpublished opinion(s), if available.

- 6. Provide a complete and detailed account of the offense for which you seek pardon. You are expected to describe in your own words the relevant factual circumstances of the offense. Do not simply repeat the description of the offense contained in the indictment or presentence report, or rely on criminal code citations alone. If the conviction resulted from a plea agreement, you should describe the full extent of your involvement in the criminal conduct, in addition to the charge(s) to which you pled guilty. If you need more space, use the optional continuation page.**

Prior and Subsequent Criminal Record

7. **Aside from the offense for which you seek pardon, have you ever been arrested, taken into custody, held for investigation or questioning, charged by any law enforcement authority, or convicted in any court, either as a juvenile or an adult, for any other incident?** yes no
For each such incident, state the following: the date, the nature of the charge, the relevant facts, the law enforcement authority involved, the location, and the disposition of the incident. You must list every violation, including traffic violations that resulted in an arrest or criminal charge, such as driving under the influence. You are expected to describe in your own words the relevant factual circumstances of each incident. Any omission will be considered a falsification. If you need more space, use the optional continuation page.

- 10. List the complete address of all schools you have attended since your conviction, beginning with the most recent and working backward. Indicate the type of degree or diploma received or anticipated, and give the name of an instructor, counselor, or other school official who knows you well. If you need more space, use the optional continuation page. If you have not attended any schools since your conviction, indicate that the question is not applicable.**

<i>School</i>		<i>From (month/year)</i>	<i>To (month/year)</i>
<i>Field of Study</i>		<i>Degree</i>	<i>Month/year awarded</i>
<i>Number and Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Name of school official</i>		<i>Telephone number of school official</i>	

Residences

- 11. Provide the full address of every place you have lived since the conviction or release from incarceration, beginning with the present and working backward. All time periods must be accounted for. List the physical location of your residence; do not use a post office box as an address. If you lived in an apartment complex, list your apartment number. If you need more space, use the residence continuation page.**

<i>Date you moved to present address (month/year):</i>	<i>Number and Street</i>		<i>Apartment Number</i>
	<i>City</i>	<i>State</i>	<i>Zip Code</i>

<i>From (month/year):</i>	<i>Number and Street</i>		<i>Apartment Number</i>
<i>To (month/year):</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

<i>From (month/year):</i>	<i>Number and Street</i>		<i>Apartment Number</i>
<i>To (month/year):</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

<i>From (month/year):</i>	<i>Number and Street</i>		<i>Apartment Number</i>
<i>To (month/year):</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

<i>From (month/year):</i>	<i>Number and Street</i>		<i>Apartment Number</i>
<i>To (month/year):</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

Employment History

12. List all periods of employment and unemployment since the conviction or release from incarceration, beginning with the present and working backward. All time periods must be accounted for. List all full and part-time work, self-employment, and any periods of unemployment. For any period of unemployment, indicate your means of support. For additional employments, use the employment history continuation page.

<i>Present Employer</i>			<i>Telephone (include area code)</i>
<i>Date you began this employment (month/year):</i>	<i>Number and Street</i>		
	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Type of business</i>	<i>Position</i>	<i>Supervisor</i>	<i>Supervisor's telephone number</i>

<i>Employer</i>			<i>Telephone (include area code)</i>
<i>Began (month/year):</i>	<i>Number and Street</i>		
	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Ended (month/year):</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Type of business</i>	<i>Position</i>	<i>Supervisor</i>	<i>Supervisor's telephone number</i>

<i>Employer</i>			<i>Telephone (include area code)</i>
<i>Began (month/year):</i>	<i>Number and Street</i>		
	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Ended (month/year):</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Type of business</i>	<i>Position</i>	<i>Supervisor</i>	<i>Supervisor's telephone number</i>

(a) Since your conviction, have you been fired or left a job following allegations of misconduct or unsatisfactory job performance? yes no

(b) Have you ever failed to list your conviction, or any other arrest or conviction, on any employment or other application where such information was requested? yes no

If you answered yes to either of the above questions, provide the employer's name, address and telephone number, and explain fully below. If you need more space, use the optional continuation page.

(c) If you are self-employed, state the number of individuals you employ on both a full-time basis ____ and a part-time basis ____, if any, and state the name, address, and telephone number of an individual acquainted with you in a professional capacity, who are familiar with your professional performance and reputation.

Substance Abuse and Mental Health Information

13. (a) **Have you ever used any illegal drug or abused prescription drugs or alcohol?** yes no
If yes, identify the drugs used, the dates of drug or alcohol abuse, and the frequency of such use. If you need more space, use the optional continuation page.

- (b) **Have you ever been involved in the illegal manufacture, sale, or distribution of drugs, other than the offense for which you seek a pardon?** yes no
If yes, provide complete details and dates of your involvement. If you need more space, use the optional continuation page.

- (c) **Have you ever sought or participated in counseling, treatment, or a rehabilitation program for drug use or alcohol abuse?** yes no
If yes, specify the dates of treatment or counseling, and provide the full name, address, and telephone number of the treatment facility and of the doctor, counselor or other treatment provider.

- (d) **Have you ever consulted with a mental health professional (psychiatrist, psychologist, or counselor), or with another health care provider, concerning a mental health- related condition?** yes no
If yes, specify the nature of the condition, the dates of treatment, the type of treatment, and the full name, address, and telephone number of the counselor or treatment provider.

Civil and Financial Information

14. (a) **Are you currently in default or delinquent in any way in the payment or discharge of any debt or financial obligation imposed upon you?** yes no

If yes, state the amount of the debt, the full name, address, and telephone number of the creditor, the reason for the failure to pay, and the terms of any agreement you have made to satisfy the obligation. If you need more space, use the optional continuation page.

- (b) **Have any liens (including federal or state tax liens) been filed against you?** yes no

If yes, state the amount of the lien, the full name, address, and telephone number of the lien holder, the reason the lien was imposed, the current status of the lien, and the terms of any agreement you have made to satisfy the obligation. If you need more space, use the optional continuation page.

- (c) **Have you ever been named as a party in a civil lawsuit?** yes no

If yes, state the full name, address, and telephone number of any other party to the lawsuit, the court in which it was filed, the case number, the nature of the dispute, and the final disposition, including the terms of any settlement agreement. If you need more space, use the optional continuation page.

- (d) **Have you ever filed for the discharge of your debts in bankruptcy?** yes no

If yes, state the court in which the petition was filed, the case number, the amount of debt sought to be discharged, the final disposition of the action, and the date of disposition, and provide a brief summary of the circumstances that led to each filing. If you need more space, use the optional continuation page.

- (e) **Do you have any judicial or administrative proceedings pending with the federal or state governments?** yes no

If yes, state the full name, address and telephone number of the relevant authority involved, the jurisdiction in which the proceeding is pending, the case number, the nature of the dispute, and the current status of the matter. If you need more space, use the optional continuation page.

Military Record

15. (a) Have you ever served in the armed forces of the United States? yes no

Dates of service: _____ Branch(es): _____

Serial number: _____ Type of discharge: _____

Decorations (if any): _____

(b) If you were other than honorably discharged, describe in detail the factual circumstances surrounding your discharge. If you need more space, use the optional continuation page. Attach a copy of your separation papers (Form DD-214), if available.

(c) While serving in the armed forces, did you receive non-judicial punishment, or were you the defendant in any court-martial? yes no

If yes, state fully the nature of the charge, the relevant facts, the disposition of the proceedings, the date thereof, and the name and address of the authority in possession of the records thereof. If you were convicted of an offense by court-martial, with respect to each conviction, provide a copy of the court-martial promulgating order and the information that is required in questions 2 through 6 of this application. If you need more space, use the optional continuation page.

Civil Rights and Occupational Licensing

16. Have you ever applied for the restoration of your state civil rights (i.e., a state pardon, a certification of restoration of civil rights, or a certificate of discharge)? yes no

If yes, indicate whether the application was granted or denied, and attach a copy of your application and the document(s) evidencing the state's action.

17. (a) Have you ever applied for the removal of your state firearms disabilities? yes no

If yes, indicate whether the application was granted or denied, and attach a copy of your application and the document(s) evidencing the state's action.

(b) Have you ever applied for the removal of your federal firearms disabilities? yes no

If yes, indicate whether the application was granted or denied, and attach a copy of your application and the document(s) evidencing the federal government's action.

18. (a) Have you ever been denied any type of business or professional license, had any such license revoked, or had reinstatement of any such license denied? yes no

If yes, attach a copy of the document(s) evidencing the action, including your application and any explanation of the reasons for the action. If not available, provide the name, address, and telephone number of the authority taking the action, the nature of the license, the disposition of your request, and the date of disposition.

(b) Have you ever been granted any type of business or professional license or received the reinstatement of any such license that had been revoked? yes no

If yes, attach a copy of the document(s) evidencing the action, including your application and any explanation of the reasons for the action. If not available, provide the name, address, and telephone number of the authority taking the action, the nature of the license, the disposition of your request, and the date of disposition.

Charitable and Community Activities

19. Describe any charitable or civic activities in which you have been engaged, or other contributions you have made to the community, since your conviction. In this regard, you may include the names of any organizations in which you have participated, the time periods of your participation, your role in these activities, and the name, address, and telephone number of a person associated with each organization who is familiar with your involvement. If you need more space, use the optional continuation page.

Reasons for Seeking Pardon

20. **State your reasons for seeking a pardon. Please refer to paragraph 4 of the Information and Instructions on Pardons, which indicates that a pardon is ordinarily a sign of forgiveness, not vindication. If you need more space, use the optional continuation page.**

[Empty box for providing reasons for seeking a pardon]

Continuation Page for Petition for Pardon After Completion of Sentence

Residences

<i>From (month/year):</i>	<i>Number and Street</i>		<i>Apartment Number</i>
<i>To (month/year):</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

<i>From (month/year):</i>	<i>Number and Street</i>		<i>Apartment Number</i>
<i>To (month/year):</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

<i>From (month/year):</i>	<i>Number and Street</i>		<i>Apartment Number</i>
<i>To (month/year):</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

<i>From (month/year):</i>	<i>Number and Street</i>		<i>Apartment Number</i>
<i>To (month/year):</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

<i>From (month/year):</i>	<i>Number and Street</i>		<i>Apartment Number</i>
<i>To (month/year):</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

<i>From (month/year):</i>	<i>Number and Street</i>		<i>Apartment Number</i>
<i>To (month/year):</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

<i>From (month/year):</i>	<i>Number and Street</i>		<i>Apartment Number</i>
<i>To (month/year):</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

Continuation Page for Petition for Pardon After Completion of Sentence

Employment History

<i>Employer</i>		<i>Telephone (include area code)</i>	
<i>Began (month/year):</i>	<i>Number and Street</i>		
<i>Ended (month/year):</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Type of business</i>	<i>Position</i>	<i>Supervisor</i>	<i>Supervisor's telephone number</i>

<i>Employer</i>		<i>Telephone (include area code)</i>	
<i>Began (month/year):</i>	<i>Number and Street</i>		
<i>Ended (month/year):</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Type of business</i>	<i>Position</i>	<i>Supervisor</i>	<i>Supervisor's telephone number</i>

<i>Employer</i>		<i>Telephone (include area code)</i>	
<i>Began (month/year):</i>	<i>Number and Street</i>		
<i>Ended (month/year):</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Type of business</i>	<i>Position</i>	<i>Supervisor</i>	<i>Supervisor's telephone number</i>

<i>Employer</i>		<i>Telephone (include area code)</i>	
<i>Began (month/year):</i>	<i>Number and Street</i>		
<i>Ended (month/year):</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Type of business</i>	<i>Position</i>	<i>Supervisor</i>	<i>Supervisor's telephone number</i>

CHARACTER AFFIDAVIT

on behalf of

_____ (print or type name of petitioner)

In support of the application of the above named petitioner to the President of the United States for pardon,

I, _____, (Print or type name of affiant)

residing at _____, _____, _____, _____, _____, _____
Number Street City State Zip Code

_____, whose occupation is _____,
Telephone No. (include area code)

certify that I have personally known the petitioner for _____ years. Except as otherwise indicated below, petitioner has behaved since the conviction in a moral and law-abiding manner. My knowledge of petitioner's reputation, conduct and activities, including whether the petitioner has been arrested or had any other trouble with public authorities and has been steadily employed, is as follows:

I do solemnly swear that the foregoing information is true and correct to the best of my knowledge, information, and belief.

(Signature of Affiant)

Subscribed and sworn before me this _____ day of _____, _____.
(month) (year)

Notary Public: _____

(SEAL)

My commission expires: _____

Note: Persons related to you by blood or marriage cannot be used as primary character references nor can the attorney representing you in the pardon process, if you are so represented.

CHARACTER AFFIDAVIT
on behalf of

(print or type name of petitioner)

In support of the application of the above named petitioner to the President of the United States for pardon,

I, _____,
(Print or type name of affiant)

residing at _____,
Number Street City State Zip Code

_____, whose occupation is _____,
Telephone No. (include area code)

certify that I have personally known the petitioner for _____ years. Except as otherwise indicated below, petitioner has behaved since the conviction in a moral and law-abiding manner. My knowledge of petitioner's reputation, conduct and activities, including whether the petitioner has been arrested or had any other trouble with public authorities and has been steadily employed, is as follows:

I do solemnly swear that the foregoing information is true and correct to the best of my knowledge, information, and belief.

(Signature of Affiant)

Subscribed and sworn before me this _____ day of _____, _____ .
(month) (year)

Notary Public: _____

(SEAL)

My commission expires: _____

Note: Persons related to you by blood or marriage cannot be used as primary character references nor can the attorney representing you in the pardon process, if you are so represented.

CHARACTER AFFIDAVIT
on behalf of

(print or type name of petitioner)

In support of the application of the above named petitioner to the President of the United States for pardon,

I, _____,
(Print or type name of affiant)

residing at _____,
Number Street City State Zip Code

_____, whose occupation is _____,
Telephone No. (include area code)

certify that I have personally known the petitioner for _____ years. Except as otherwise indicated below, petitioner has behaved since the conviction in a moral and law-abiding manner. My knowledge of petitioner's reputation, conduct and activities, including whether the petitioner has been arrested or had any other trouble with public authorities and has been steadily employed, is as follows:

I do solemnly swear that the foregoing information is true and correct to the best of my knowledge, information, and belief.

(Signature of Affiant)

Subscribed and sworn before me this _____ day of _____, _____.

(month)

(year)

Notary Public: _____

(SEAL)

My commission expires: _____

Note: Persons related to you by blood or marriage cannot be used as primary character references nor can the attorney representing you in the pardon process, if you are so represented.

Authorization for Release of Information

Carefully read this authorization to release information about you, then complete, sign and date.

I authorize any investigator, special agent, or other duly accredited representative of the Federal Bureau of Investigation, the Department of Defense, and any other authorized Federal agency, to obtain any information relating to my activities from schools, residential management agents, employers, criminal justice agencies, retail business establishments, courts, or other sources of information. This information may include, but is not limited to, my academic, residential, achievement, performance, attendance, disciplinary, employment history, criminal history, arrest, conviction, including the presentence investigation report, if any, medical, psychiatric/psychological, health care, and financial and credit information.

I understand that, for financial or lending institutions and certain other sources of information, a separate specific release may be needed (pursuant to their request or as may be required by law), and I may be contacted for such a release at a later date.

I further authorize the Federal Bureau of Investigation, the Department of Defense, and any other authorized Federal agency, to request criminal record information about me from criminal justice agencies for the purpose of determining my suitability for a government benefit.

I authorize custodians of records and sources of information pertaining to me to release such information upon request of the investigator, special agent, or other duly accredited representative of any Federal agency authorized above regardless of any previous agreement to the contrary. I understand that the information released by records custodians and sources of information is for official use by the Federal Government only for the purposes of processing my application for a government benefit, and may be redisclosed by the Government only as authorized by law.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is valid for three (3) years from the date signed.

<i>Full Name (type or print legibly)</i>		
<i>Other Names Used</i>		
<i>Street Address</i>		
<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Home Telephone Number (include area code)</i>	<i>Social Security Number</i>	

Signature

Date Signed

Certification and Personal Oath

I hereby certify that all answers to the above questions and all statements contained herein are true and correct to the best of my knowledge, information, and belief. I understand that any intentional misstatements of material facts contained in this petition may cause adverse action on my petition for pardon, in addition to subjecting me to any other penalties provided by law.

In petitioning the President of the United States for pardon, I do solemnly swear that I will be law-abiding and will support and defend the Constitution of the United States against all enemies, foreign and domestic, and that I take this obligation freely and without any mental reservation whatsoever, So Help Me God.

Respectfully submitted this _____ day of _____ , _____ .
(month) (year)

(signature of petitioner)

Subscribed and sworn before me this _____ day of _____ , _____ .
(month) (year)

(SEAL)

Notary Public: _____

My commission expires: _____