

**OBTAINING THE REQUIRED CRIMINAL RECORD.**

In order for the petitioner to complete the enclosed forms and for this office to provide a Certificate of Pardon, if granted, it is absolutely vital that complete and accurate records be provided when the petition is filed. The following sources of information must be contacted to accomplish this.

1. **First mail the enclosed written request form to: State Police Bureau of Identification, 1111 Country Club Road, Middletown, CT 06457-9294; Tel. 860-685-8480.** Ask clerk to write the court disposition date on the computer printout. **The State Police Bureau of Identification will no longer accept personally delivered requests for the computer printouts – only requests received by mail. There is a \$25 fee. Don't mail form or fee to Board of Pardons!!**
  
2. **Take State Police printout to: Superior Court Records, 111 Phoenix Avenue, Enfield, CT 06082; Tel 860-741-3714.** Request a certified copy of the record. If no record is available, obtain a letter stating that fact. The Records Office requires docket numbers and disposition dates to assist you. Nominal fee is charged.
  
3. If you still need further information to complete your records, then go to the court where convicted or police department, i.e. Dept of Adult Probation, etc. **You must obtain a letter from the Dept. of Adult Probation indicating the date on which you successfully discharged from any period or periods of probation.**

Since the State Police Bureau of I.D. will have only printouts of offenses for which offender was fingerprinted, it is important that the petitioner provide as much recollection as possible. Proper investigation at local and state level will insure that nothing is forgotten. **Pardons will be revoked if a conviction is not disclosed regardless of the reason.** Records of out of state convictions are not required, but they must be listed in the personal statement. Advise everyone you speak with that the record is for pardon purposes.

