

**M. JODI RELL**  
Governor

**Robert Farr**  
Chairman

# STATE OF CONNECTICUT



**TELEPHONE**  
**(203) 805-6643**

**FAX**  
**(203) 805-6630**

**BOARD OF PARDONS & PAROLES**  
55 West Main Street - Waterbury, CT 06702

Rasa Pakalnis, Hearing Coordinator  
Board of Pardons  
55 West Main Street, Suite 520  
Waterbury, CT 06702  
(203) 805-6643

Dear Petitioner,

Enclosed are forms for requesting a Non-Inmate Pardon. After obtaining your records, prepare forms as outlined on the enclosed pink sheet.

Your Pardon Application should consist of an original complete set and 5 complete identical duplicate sets; i.e. 6 fully collated sets, clipped together with binder clips (**not paper clips**). **DO NOT STAPLE IDENTICAL FORMS TOGETHER!** A SET MEANS ONE OF EACH DIFFERENT FORM OR DOCUMENT.

All documents must be sent to the above address via certified U.S. MAIL. Petitions not completed in accordance with these instructions will not be presented for the Board's review at the pre-screening session.

Should the review of your petition be favorable, you will receive written notice and the date, time and location of the hearing. If you are granted a hearing, you must arrange to be in attendance unless otherwise instructed. Otherwise, you may be denied with prejudice.

Very truly yours,

Rasa Pakalnis  
Hearing Coordinator  
Board of Pardons

Revised 3/5/07

## **FOLLOW THESE PROCEDURES:**

- I. **PLEASE NOTE:** A Non-Inmate Petitioner may apply to the Board after a period of FIVE (5) YEARS from the date of his/her MOST RECENT sentence together with any term of probation. If you have any questions in regards to completing your application you may call our office at (203) 805-6643.

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## **II. 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.

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## **III HOW TO PREPARE AND PACKAGE THIS PETITION:**

1. For more than one offense, list the first on the **Statistical Information sheet**, then list other offenses on a separate sheet in the same format as on the form itself.
2. You must provide a personal statement. **See Paragraph # 8 of Statistical Information Sheet.**
3. \*\*\* **PETITIONS MUST SUBMIT IN THE FOLLOWING MANNER TO BE PROCESSED.**  
**Put together 6 sets of exactly the same information in which the petitioner has an offense record. EACH of the six- (6) sets must include one (1) copy of each of the following documents. (See (a) below):**
  - a. **Affidavit & Authorization (one (1) originally signed and notarized and one (1) photocopy;** should be included at the front of the first packet which should also contain all of the original documents being submitted)
  - b. **Complete criminal record provided by Connecticut State Police.**
  - c. **Statistical Information Sheet.**
  - d. **Notarized personal statement (See Par. 8 of Statistical Information Sheet)**
  - e. **A minimum of 3 character reference letters and Reference Questionnaire. Only 1 may come from a family member related by blood or marriage. Reference letters must mention your crimes and specifically request a pardon for those convictions.**
  - f. **If petitioner served a period of probation, a copy of a letter from the Department of Probation showing the date when said probation was successfully completed/terminated must be provided.**
  - g. **Complete records**
  - h. **Submit a photocopy of Connecticut drivers license or State I.D.**
  - i. **Any other supporting documentation you wish to include – 6 copies.**



**STATE OF CONNECTICUT  
BOARD OF PARDONS & PAROLES  
NON-INMATE PETITION**

**STATISTICAL INFORMATION SHEET**

This form **must be completed** by each petitioner first before preparation of the Petition for Pardon. It will assist you in completing the Petition forms to be submitted and will serve as a useful checklist for you to verify that the application is properly completed. One copy of this form should be attached to each of the five 5 completed sets to be filed **and returned to this office**. This form will be used to make up the docket and prepare Pardon Certificates.

1. PETITIONER'S NAME AND ADDRESS (including zip code) \_\_\_\_\_  
\_\_\_\_\_  
**Home** Telephone No: ( \_\_\_\_\_ ) **Work** Telephone No: ( \_\_\_\_\_ )  
EMAIL ADDRESS: \_\_\_\_\_  
Aliases or other names known by: \_\_\_\_\_
2. DATE OF BIRTH: \_\_\_\_\_, 19 \_\_\_\_\_. SOC. SEC. # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
PLACE OF BIRTH: \_\_\_\_\_
3. NUMBER OF COUNTIES WHERE YOU HAVE BEEN CONVICTED IN THIS STATE: \_\_\_\_\_
4. LIST THE COUNTIES: \_\_\_\_\_  
Petitioner must provide required information for ALL CRIMINAL OFFENSES including FELONIES and/or MISDEMEANORS. Complete record must be included. Omission of information relative to any felony or misdemeanor offense **MAY RESULT IN REJECTION OF THE APPLICATION.**
5. **Have you ever been incarcerated? (Y/N)** \_\_\_\_\_  
**When? Where? Inmate ID#(s) List on an attached sheet of paper**
6. **FOR EACH OFFENSE, LIST THE FOLLOWING:**  
If more than one offense, fill in the first one on this page and attach a separate sheet listing any other convictions in the same order as below: (a,b,c,d,e,f)
  - a) Date of Arrest \_\_\_\_\_ Date of Conviction \_\_\_\_\_
  - b) Town and County of Arrest \_\_\_\_\_
  - c) Where convicted: Name of Court (Superior, Common Pleas, Circuit, GA#) \_\_\_\_\_ in the City/Town of \_\_\_\_\_ and County of \_\_\_\_\_
  - d) Court Docket No: \_\_\_\_\_
  - e) Crime convicted of (not arrested for) \_\_\_\_\_
  - f) Nature of sentence: (term, whether execution was suspended; probation period; fine imposed, if any) \_\_\_\_\_
  - g) If probation was served, date on which probation was terminated: \_\_\_\_\_, \_\_\_\_\_
7. Is this the first time petitioner is applying to the Board for a Pardon? Yes \_\_\_\_\_ No \_\_\_\_\_ If petitioner has applied previously, state number of times and dates heard \_\_\_\_\_
8. **\*\*\*\* SUBMIT 1 ORIGINALLY SIGNED AND ORIGINALLY NOTARIZED PERSONAL STATEMENT and five (5) copies.** Prepare a statement in your own words telling about yourself. **Explain when, how and why each crime was committed.** If you committed any other crimes in another jurisdiction, **not in Connecticut**, explain the circumstances surrounding each offense. Tell what you have done with your life since these criminal activities, explain how you have changed and for how long you have been leading a law-abiding life.

Give current background about your family life, your work or career, what you may have done for your community, why you feel you have changed your life and deserve a pardon.

9. \*\*\*\***PER GENERAL STATUTES OF CONNECTICUT Sec. 54-130d. (Formerly Sec. 18-27a). Testimony of crime victim at session of Board, Notification of Office of Victim Services of board's action.** (a) For the purposes of this section. "Victim" means a person who is a victim of a crime, the legal representative of such person or a member of a deceased victim's immediate family.

(b) "The Board shall permit any victim of the crime for which the person was convicted to appear before the board for the purpose of making a statement for the record concerning whether the convicted person should be granted such commutation, release or pardon. In lieu of such appearance, the victim may submit a written statement to the board and the board shall make such statement a part of the record at the session."

**\*\*\*\*\*SEE ENCLOSED PROCEDURE SHEET ATTACHED FOR PACKAGING INSTRUCTIONS.\*\*\*\*\***

Date Completed: \_\_\_\_\_, \_\_\_\_\_  
Month / Day Year Signature of Petitioner

Rev. 10/17/06/DL

**STATE OF CONNECTICUT**  
**DEPARTMENT OF PUBLIC SAFETY**  
**State Police Bureau of Identification**  
**1111 Country Club Road**  
**Middletown, CT 06457-9294**

**CRIMINAL HISTORY REQUEST FOR A PARDON**  
*(PLEASE TYPE OR PRINT CLEARLY)*

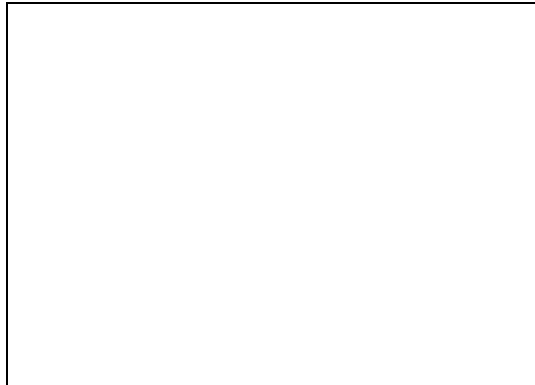
Name of Requester: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

1. Please fill in this form completely.
2. Enclose a \$25.00 check or money order payable to "Commissioner of Public Safety".
3. A fingerprint impression of your "Right Thumb" must be imprinted on this form in the space provided. You may have this fingerprint done at your local police department or you may do it yourself using an ordinary inkpad. Roll the first joint of the "Right Thumb" on the pad from right to left and repeat this process rolling the thumbprint on this form. If for any reason you must use another finger please indicate which finger you used. We must have this fingerprint to assure positive identification.

**PLACE PRINT OF "RIGHT THUMB" HERE**



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Last Name                      First                                      MI                      (Maiden)                      Date of Birth



**BOARD OF PARDONS AND PAROLES**  
55 West Main Street - Waterbury, CT 06702

\_\_\_\_\_  
**Applicant Name**

**Reference Questionnaire**  
**(The reference questionnaire must accompany completed & attached with all character reference letters.)**

\_\_\_\_\_  
**Reference Name**

\_\_\_\_\_  
**Street Address**

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
**Telephone**

1. How long have you known the applicant? \_\_\_\_\_, \_\_\_\_\_ Years.

**Applicant Name**

2. In ***detail*** please describe in what circumstances have you known the applicant.

3. What offense(s) has the applicant been convicted of?

4. In ***detail*** please give your reason(s) as to why you believe \_\_\_\_\_ deserves a Pardon.

**Applicant Name**

\_\_\_\_\_  
Signature of Reference

\_\_\_\_\_  
Date

**Connecticut Board of Pardons and Parole**