

STATE OF CONNECTICUT



BOARD OF PARDONS & PAROLES

Application for Provisional Pardon

Before the State of Connecticut Board of Pardons and Paroles

The Undersigned petitioner request a provisional pardon and states as follows:

Personal Information:

Full name: First Middle Last

Name convicted under and any aliases:

Address: Number Street Apt./Unit#

City State Zip Code

Home Telephone Number:

Work Telephone Number:

Cell Phone Number:

Date of Birth: Place of Birth:

Social Security Number:

Have you ever petitioned for a provisional pardon before? Yes No If yes, please state month and year your petition was considered.

Conviction Information:

For each conviction (include both felonies and misdemeanors) please provide the following Information: (List your most recent conviction below; attach a separate sheet for multiple convictions.)

Date of arrest:

Date of conviction:

City/town and county arrested:

City/town and county convicted:

Court docket#:

Address of court:

Crime convicted of:

Sentence: (Include term, probation, fine, suspended sentence)

Additional Information:

- 1. Prepare a statement in your own words telling about yourself. Tell what you have done with your life since these criminal activities. *Show how you have changed.***

Include the following:

- how long you have been leading a law-abiding life.
- your educational and employment history
- your marital status and information about your family life (include ages of children)
- honorable military record
- community service you have performed or charitable activities.

You may also include information on degrees, diplomas, certificates earned or currently working toward, awards of commendations at school, work or in the military, counseling or rehabilitation programs you have attended or completed, occupational licenses or certifications, and life changing events. You may attach any documents that demonstrate or reflect your achievements.

- 2. Prepare a statement in your own words stating why you are seeking a provisional pardon.**

Include and explain:

- Any opportunities you have been denied because of your conviction(s) provide proof.
- What employment opportunities will become available to you if your request is granted
- What occupational license you hold or seek, what your career goals are and how a provisional pardon will further those goals. State what education or special training you have. Provide documentation.

Optional Information:

Use the attached "Reference Letter" forms to provide up to three recommendations that explain why you are a good candidate for a provisional pardon. Only one form should be from a family member.

Authorization for the Board of Pardons and Parole to Acquire Additional Information

I, _____,
(Your name)

Born in _____,
on _____,
(City) (State) (Month, Day) (Year)

Do fully authorize any federal, state or local agency, court, police department, corrections department, etc, to provide to the Connecticut State Board of Pardons and Paroles or its designated agent pertinent information concerning any criminal any criminal record that I may have according to the records of said agency and, in addition, to furnish a copy of said complete criminal record, if requested, to THE CONNECTICUT BOARD OF PARDONS AND PAROLES c/o Mr. Gregory R. Everett, Chairman, 55 West Main St, Suite 520, Waterbury, CT 06702, or its designated agent, successors or assigns as the same may be amended from time to time.
Compliance with this request is specifically authorized by me.

Certification and Personal Oath

I declare under penalty of perjury that all of the assertions made in this petition are complete, true and accurate.

Petitioner's signature

Signed and sworn to before me this _____ day of _____.
(Month) (Year)

Notary Public
My commission expires: _____ (Affix seal)
Commissioner of the Superior Court
You must attach five (5) copies of your court records with this application.

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.



STATE OF CONNECTICUT

**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.

Signature of Reference

Date

Connecticut Board of Pardons and Parole

Revised 8/21/2006

Pg. 5