

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.

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.

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.**