

The following steps should be taken before starting to complete your application:

1. CRIMINAL HISTORY

Obtain an “Access and Review” Pennsylvania State Police Criminal History Record. **This version of the Pennsylvania Criminal History Record cannot be requested online.** You must complete the enclosed form and submit the request to the Pennsylvania State Police, Central Repository – RCP, 1800 Elmerton Avenue, Harrisburg, PA 17110. The request must include a \$10.00 certified check or money order made payable to the “Commonwealth of Pennsylvania.” You must also send a copy of a government issued photo ID. If someone other than the applicant is requesting the record, you must also send a legal affidavit or letter of representation along with the request. It takes approximately 4 to 6 months to obtain this record. When you receive the record, it will have a red “Access and Review” stamp on it. If it does not, then you have the incorrect record and must request the correct one. We will only accept an “Access and Review” Pennsylvania State Police Criminal History Record that is less than one (1) year old. If you misplace the form, you can obtain a new form online at <http://www.psp.pa.gov/Pages/Request-a-Criminal-History-Record.aspx> (You have to scroll down under Number 2 and pick the third option, Download the Individual Access and Review Request Form – SP4-170 - Updated 7/2015).

2. DRIVING RECORD(S)

Provide a copy of your **Full Driver History Record** (A Three or Ten Year Record will not be accepted as it does not provide your complete driving history). You can obtain the record online at www.dmv.pa.gov. Under General Services on the right hand side, click on More Online Driver and Vehicle Services. Under Driver’s License/Photo ID Services, click on Request Your Driver History. Follow the directions for purchasing the **Full History Record**. If you do not want to request it online, you must use the enclosed DL-503 form to obtain the record. There is a \$9.00 fee for this record request. Questions regarding your record request and/or your driving record should be directed to the Pennsylvania Department of Transportation, Bureau of Driver Licensing, P.O. Box 68695, Harrisburg, PA 17106, 1-800-932-4600 or 717-412-5300. If you don’t have a Pennsylvania Driving Record, you must provide a letter with your application to the Pennsylvania Board of Pardons stating this. If you live out-of-state, you must provide a Driving Record from the state that you currently reside in, as well as a Pennsylvania Driving Record if you had one at any time. We will only accept a **Full Driver History Record** that is less than one (1) year old.

3. COURT DOCUMENTS *must* be submitted for each case/conviction that you are requesting to be pardoned/commuted.

MAGISTERIAL DISTRICT JUDGE

All cases are initially handled by a Magisterial District Judge. If you were arrested, given a citation and/or sentenced by a Magisterial District Judge then you should obtain the following documents. Please be advised that a copy of the court docket is not an acceptable substitute for the documents required. If the documents are not available, **you must provide a letter** from the Magisterial District Judge stating the reason why the records are no longer available. There may be a fee for photocopies.

- ✓ A copy of the **citation** or **Criminal Complaint and Affidavit of Probable Cause**
- ✓ A copy of the **Disposition/Sentencing Order**
- ✓ **Proof of payment of all Fines, Costs and/or Restitution.** If you have an outstanding balance, you must provide a receipt showing your current balance and the date of your last payment.

COURT OF COMMON PLEAS

Please obtain the following documents from the Clerk of Courts Office in the county where you were convicted. Please be advised that a copy of the court docket is **not** an acceptable substitute for the documents required. If the documents are not available, **you must provide a letter** from the Clerk of Courts stating the reason why the records are no longer available.

There may be a fee for photocopies.

- ✓ A copy of the **Criminal Complaint and Affidavit of Probable Cause**
- ✓ A copy of the **Criminal Information/Indictment** (The charging document in the Court of Common Pleas.)
- ✓ A copy of your **Final Plea or Verdict**
- ✓ A copy of the **Disposition/Sentencing Order**
- ✓ **Proof of payment of all Fines, Costs and/or Restitution.** If you have an outstanding balance, you must provide a receipt showing your current balance and the date of your last payment.

4. You are **required to submit one (1) copy of all the above documents and strongly urged to retain a copy for your records.**

Completing your application:

1. All questions must be answered. **Do not leave any questions blank.** The only exception is if you have only one (1) case/conviction. If so, leave pages 3 and 4 blank. Please answer “N/A” for questions that are not applicable to you.
2. **Do Not** alter, duplicate, reprint and/or renumber the Pennsylvania Board of Pardons Application for Clemency in any way. Each application is assigned a unique identifier, thus applications cannot be copied and used by others. Doing any of these things will result in an automatic rejection of your application.
3. If you need additional space to answer any question, please obtain a supplemental page from our website: www.bop.pa.gov.
4. You must answer each question with a complete response. Answering with “see attached” and/or “see document” or any variations of these are not acceptable responses.

Section 1

DON'T FORGET TO...

- ✓ Check the type of clemency requested.
- ✓ Include the date and application number of a previous application if you have previously filed. If you do not know the date that your application was filed and/or the application number, please call the Board of Pardons at (717) 787-2596 to obtain this information.

Section 2

DON'T FORGET TO...

- ✓ Update our office any time you move and/or change your telephone number. The application process may take up to three (3) or more years, thus this information must be up to date. You must send us written notification through the mail to the Pennsylvania Board of Pardons. No telephone calls will be accepted. Failure to provide the correct contact information could result in an administrative withdrawal of your application for failure to cooperate.
- ✓ Indicate if you have a suffix (examples, Jr., Sr., II, IV) when applicable. If you do not have a suffix, write “N/A”.
- ✓ Include an Apartment Number/Floor when applicable. If you do not live in an apartment or have a floor, write “N/A”.
- ✓ Provide all Aliases or Other Names. Maiden names or any name that you may have been convicted under should be listed.
- ✓ Do not leave anything blank. If it does not apply to you, then you must write “N/A”.

Section 3

1. Obtain the answers to the questions in this section by reviewing your Pennsylvania Criminal History Record and the Court Documents. Do NOT leave anything blank. If it does not apply, write “N/A”.
2. If you are requesting a pardon for more than three (3) convictions in Section 3, please download additional pages from the Board of Pardons website at: www.bop.pa.gov. If you have more than one (1) case/conviction for which you are seeking a pardon, the cases/convictions must be listed in chronological order when completing Case 1, Case 2, Case 3 etc. (Ex. 1980, 1992, 1997 etc.) You must submit all pages of your application, including pages 3 and 4, even if you only have one (1) conviction for which you are requesting a pardon.
3. DON'T FORGET TO...
 - ✓ Complete the Date of the Incident. This is the day that the crime took place which can be different from the arrest date.
 - ✓ Fill-in the complete Court Docket. Example: CP-51-CR-0003949-2002. Do not list 3949-2002. The only exception is for older cases that may not have an entire docket number. If so, indicate that in writing.
 - ✓ List the name of the offense, not the crimes code number.
 - ✓ List the sentence for each case/conviction. Please state whether you received jail time and/or probation and the length of time. i.e. ... *2 Years Probation, 2 – 23 Months Jail, 10 Years Prison, No Further Sentence, Merged*. Also include the amount of any fines, costs, fees and/or restitution you were required to pay. i.e. ... *Fines and Costs totaling \$1,239.50*. Please indicate if an offense is consecutive or concurrent to another case/conviction or from the same case.
 - ✓ Check the appropriate box if you require additional space to complete the Facts of Crime. If you need additional space, download a supplemental page from our website at: www.bop.pa.gov.

Section 4

DON'T FORGET TO...

- ✓ Check the “yes” or “no” box in each question and at the bottom of the page. If you answer “yes” to any of the questions, you must provide additional information and/or supplemental pages.
- ✓ List the crimes for which you are **NOT** seeking clemency in Subsection 4A only. The charges that you are seeking clemency are addressed in Section 3 and therefore, do not need to be restated in Subsection 4.
- ✓ Complete Subsection 4B Juvenile Charges and/or Adjudications of Delinquency to the best of your ability, if Juvenile records are not available.
- ✓ Complete Subsection 4C Non-Traffic Citations if you were charged with Harassment, Underage Drinking, Disorderly Conduct **and nothing else**. If you were charged with one of them in conjunction with other offenses, then you would list them in Subsection 4A if you are not seeking clemency for them.
- ✓ Complete Subsection 4D Traffic Citations. All violations must be listed on the application and supplemental pages (if needed) including but not limited to Failure to Respond violations, DUI and Controlled Substance violations, etc. If you have more than four (4) violations, you will need a supplemental page. No “see driving record” as an answer.
- ✓ Check the appropriate box if you require additional space to complete any subsection in Section 4. If you need additional space, download a supplemental page from our website at: www.bop.pa.gov.

Section 5

DON'T FORGET TO...

- ✓ Provide specific detail for each of the reasons that you check for seeking a pardon. Indicate why you checked it in your answer to the first question in this section. If you cannot provide specific detail for each reason that you checked, please **do not** check it. Be specific and you may provide a “Personal Statement” separate from the application, if you would like to provide the Board with additional information.
- ✓ Check the appropriate box if you require additional space to complete any question in Section 5. If you need additional space, download a supplemental page from our website at: www.bop.pa.gov.

Section 6

1. If you wish to include supporting documents such as letters of recommendation, certificates, diplomas or other documents, you are more than welcome to do so. We only need one (1) copy of the supporting documents. These documents are optional. Retaining a copy for your records is recommended. **Do Not submit 5 copies of these documents. Only one (1) copy is needed.**
2. Submit the original application with your original signature and five (5) copies of the entire clemency application. Retaining a copy for your records is recommended.
3. The application, the required documents and optional supporting documents may be stapled, clipped or clamped together. Applications that are **permanently bound or submitted in three-ring binders will be REJECTED.** **Emailed applications will not be accepted.**
4. **Please arrange your application packet in the following order:**
 - ✓ Original Application
 - ✓ Copy of the required court documents. If you have more than one case, please place them in order from oldest to newest and in the order as listed on page 1 of these instructions. If you could label them as Case 1, Case 2 etc. that would make it easier to review.
 - ✓ Supporting documents (if included)
 - ✓ Driving Record
 - ✓ Criminal History Record
 - ✓ Five (5) copies of the application
5. Provide a headshot **color** photo of you measuring approximately 2 x 2 inches in size. This does not have to be a passport picture and can be taken with a digital camera.

6. The filing fee is \$25.00 and should be made payable to the “*Commonwealth of Pennsylvania.*” This fee is non-refundable. Only the following payment methods are accepted: Cashier’s Check, Certified Check, Money Order or a Check from a Law Firm. **Please be advised that a Personal Check and Cash are NOT accepted.**
7. You are not required to have legal representation. If you do, please mail your application to your representative for review. Once they have reviewed it, they should mail it to our office for filing. If you are representing yourself, you can mail the application directly to our office. **Emailed applications will not be accepted.** Applications should be mailed to:

**Pennsylvania Board of Pardons
333 Market Street, 15th Floor
Harrisburg, PA 17126**

*** IMPORTANT ***

DON'T FORGET TO...

- ✓ Use the original Board of Pardons Application for Clemency that was provided to you and answer every question or list N/A for any question that is not applicable to you. “See attached” is not an acceptable answer to any question.
- ✓ Obtain supplemental page(s) from the Board of Pardons website if you needed additional space to continue your answer(s) in Sections 3, 4 & 5. www.bop.pa.gov.
- ✓ Obtain and enclose an “Access and Review” Pennsylvania State Police Criminal History Record. The record is stamped “Access and Review” and can only be requested through the mail. If the Control Number listed on the criminal record begins with an “R”, then you requested the record online and we will not accept it because it is not an “Access and Review” record. It takes the Pennsylvania State Police approximately 3 – 6 months to complete the record request.
- ✓ Obtain and enclose a Full Driver Record and list each violation in Section 4D. “See attached” is not an acceptable answer. Obtain supplemental page(s) from the Board of Pardons website if you needed additional space to continue your answer.
- ✓ Obtain each of the required court documents for each of your cases or obtain a letter from the Court of Common Pleas or Magisterial District Court if records are not available.
- ✓ Enclose **five** (5) copies of the Board of Pardons Application, along with the Original Application.
- ✓ Enclose **one** copy of the following:
 - ✓ required court documents for each case;
 - ✓ Pennsylvania State Police Criminal History Record;
 - ✓ Full Driver Record; and
 - ✓ 2 x 2 inch color headshot photo.
- ✓ Enclose the \$25.00 filing fee.

Applicants frequently fail to answer every question and/or submit the required documents. Your application is incomplete if you have not done each of the items listed above and you should not submit the application at this time, as it will be automatically rejected. **If you have any questions in regards to completing the application, please contact our office at (717) 787-2596.**