

Know Your Options

In Pennsylvania you have the following options to clear or seal your criminal record depending on the grading of the offense and the length of time since the crime was committed.

1. Clemency

Pardon - Total forgiveness by the State. A pardon allows the Courts, State Police, and FBI to expunge your record.

Commutation - A reduction of a prison or parole sentence.

2. **Act 134** – Allows the Courts to expunge a summary offense without being granted a pardon by the Governor. If an expungement is granted the State Police and FBI are notified to erase your record.
3. **Limited Access**: Seals your qualifying misdemeanor record from public view but does not expunge your criminal record. Limited access prevents your case from being provided to most employers, landlords and others. But Criminal Justice agencies still have access to the information and the case will still be on FBI records.
4. **Clean Slate Automatic Sealing**: Automatically seals non-convictions, some misdemeanors, and summary offenses after ten years from public view. Criminal Justice agencies still have access to the information, and the case will still be on FBI records.

Note: To see if you are eligible for Act 134, Limited Access, or Clean Slate, please visit: clsphila.org/mycleanslatepa

(Does not apply to confined applicants.)

Filing Instructions

This application is for both **non-incarcerated** (public) and **incarcerated** (confined) applicants.

If you decide the clemency process is right for you, it requires research, clear documentation of the facts, and patience.

To avoid rejection, please follow the instructions carefully prior to submitting your application. If you accidentally miss something, the Board of Pardons staff will attempt to inform you or your representative so corrections can be made.

Know Your Criminal History:

It is your responsibility to provide a complete criminal history to the Board in Sections 3 and 4 of the application. Only convictions provided in Section 3 will be considered in your request for clemency.

IMPORTANT NOTICE

- ✓ Provide written notification to the Board of Pardons office if you decide to withdraw your application at any time.
- ✓ You are **required** to keep our office updated on any change in contact information including phone number, address, and email address. **Updates must be provided in writing.**
- ✓ If you have any questions regarding the completion of your application, please contact the Board of Pardons office at 717-787-2596 between 11:00 and 4:00 or leave a message.

Step 1: Obtain Court Documents

Before you start filling out your application, you **must** obtain the following documents (applicants currently incarcerated, **do not** have to obtain the documents) from the Court of Common Pleas in the county where you were convicted:

- Criminal Complaint
- Affidavit of Probable Cause
- Criminal Information/Indictment
- Final Plea or Verdict
- Sentencing Order
- Proof of Payment of Financial Obligations (fines, costs, restitution, supervision fees)
 - *If you have an outstanding balance, provide a receipt showing your current balance and the date of your last payment.*

HELPFUL TOOLS

If unsure of your criminal record, the following websites may assist you in your search.

Court System Search:

www.ujportal.pacourts.us

State Police Criminal History:

<https://www.psp.pa.gov>

If your case(s) do not show up on either of the above websites, contact the Court of Common Pleas in the county where you were convicted.

BE ADVISED!

A copy of the court docket sheet is not an acceptable substitute for the required documents, except for proof of payment of financial obligations or outstanding balances. If the documents are not available, you **must** provide a letter from the Clerk of Courts stating the reason they are unavailable.

If your case was handled by a Magisterial District Judge and it has been more than seven years since you were sentenced, you are not required to obtain court documents as they have been destroyed.

Step 2: Filling Out the Application

Section 1 – Type of Clemency Requested

- ✓ Check the type of clemency requested.
- ✓ Check if you have applied for clemency before in any state, including Pennsylvania, or with the federal government. Provide the requested details.
- ✓ Confined applicants serving a Life or Death Sentence who also have a detainer sentence must check Commute Min or Max in addition to your primary clemency type.

TYPES OF CLEMENCY	
Pardon:	Complete forgiveness.
Commute Life Imprisonment to Life on Parole	
Commute Death Sentence to Life Imprisonment	
Commute Parole:	Get off parole early.
Commute Minimum or Maximum Sentence:	You are requesting release prior to serving your full sentence.

Section 2 – Applicant Information

- ✓ Complete all applicable fields.
- ✓ Incarcerated applicants **must** be represented by a private attorney, friend, family member, or a Pardons Case Specialist/Parole Manager. Be sure to have your representative review your application prior to submission. (*Mailing address to submit your completed application will be in Step 3, after you have completed all applicable items in these filing instructions.*)

<i>Representative's Name Section</i>
<i>If you are representing yourself, leave this section blank. If completed, the person listed will be contacted if there are any questions regarding your application.</i>

Section 3 – Convictions For Which Clemency Is Requested

NEED MORE SPACE?
Please do not alter the application. Continuing a response to a question on paper that is not part of the official application or saying “ see attached ” or any variation of this is not acceptable.
If additional space is needed, you must use a supplemental page. Supplemental pages have been included for Sections 3, 4 and 5. Please make copies as needed or obtain additional supplemental pages from our website at www.bop.pa.gov .
Confined applicants can obtain additional supplemental pages from their institutional library.

- ✓ **Date of Incident:** The date the crime occurred (which may be different than the arrest date.)
- ✓ **Arrest Date:** The date you were arrested by police.
- ✓ **OTN:** This is the **Offense Tracking Number**; find it on the Criminal Complaint.
- ✓ **Offense(s):** List each charge resulting in a conviction. Do not list the crimes code number.
- ✓ **In your own words, provide detailed facts of the incident, which must include how you were involved.**

- ✓ **To the best of your ability, answer →**

TIP	
Who was involved?	What did you do?
When did you do it?	
Where did you do it?	Why did you do it?

Section 4: Additional Criminal Information and Driver History

The Board of Probation and Parole conducts a detailed investigation on each application and will report on any criminal record found. The Board of Pardons appreciates you reporting your **complete** criminal history.

Juvenile Charges, Adjudications of Delinquency and/or Consent Decrees:

List any juvenile charges, adjudications of delinquency or charges which resulted in a Consent Decree to the best of your recollection.

Adult Charges:

List any adult charges **not** included in your clemency request. You are not required to list charges that have been expunged.

Traffic Citations:

List only traffic citations/tickets from outside of Pennsylvania.

Section 5: Optional Personal Statement

If you decide to include the **OPTIONAL** personal statement, it **may** include:

- ✓ a summary of how your life or circumstances have changed since your last arrest
- ✓ reasons you seek clemency
- ✓ reasons you feel you are a good candidate for consideration
- ✓ information you feel supports your request

Section 6: Signature

Carefully read this section, sign, and date the application to confirm your understanding.

Step 3: Submitting Your Application

Required

Signed Application
Court Documents
Color Headshot Picture, 2" x 2"

Optional

Certificates
Diplomas
Recommendation Letters
Supporting Documents

Recommended

Keep a copy of everything you submit for your personal records.

CONFINED APPLICANTS

REPRESENTED BY PROBATION AND PAROLE

MAIL TO:

Pardons Case Specialist/Parole Manager
Bureau of Standards and Accreditation
Pennsylvania Board of Probation and Parole
1920 Technology Parkway
Mechanicsburg, PA 17050

REPRESENTED BY SELF, ATTORNEY, FRIEND, OR FAMILY

If not confined, you may represent yourself. Applicants represented by anyone other than Probation and Parole should have their representative review the application.

MAIL TO:

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