

Information Needed for Board of Pardons Investigation

The following topics will be discussed during your Present Status Interview. Although no physical documents are required (unless specified), we ask that you be prepared to discuss the information listed below. We appreciate your preparation and cooperation. **Staff will schedule the date/time of the interview in advance of it occurring.**

- 1) Residence history: Please have a list of the addresses at which you've lived in the past (5) five years.
- 2) Marital Status & Family Composition:
 - a. Date of marriage (if applicable)
 - b. Spouse's prior name (if applicable)
 - c. Number of adult and minor children of which you are obligated to provide financial support?
- 3) Employment: Please provide the following information about your employment. If you've been employed less than a year, we'll need the same information regarding your prior employer.
 - a. Employer's name
 - b. Your start date
 - c. Your job title
 - d. Your salary
 - e. Full or part time?
 - f. What type of work do you do?
- 4) Resources and Indebtedness:
 - a. Do you receive any monthly income or assistance outside of or instead of regular employment? For example: Pension, Alimony, Child Support, Unemployment Compensation, Social Security Income (SSI), Social Security Disability Insurance (SSDI), or any other form of public assistance.
 - b. Total annual household income
 - c. Estimated total outstanding debt
 - d. Are the fines, costs, and restitution related to your conviction paid in full? If not, what is the outstanding balance and when is the last time you made a payment? If you are unable to pay, please provide detailed explanation of what your specific challenges are.
- 5) Education: Please provide the following information about any education you've completed, such as high school, college, trade school, or career certification program.
 - a. Name of the school or program
 - b. Area of Study
 - c. When did you attend?
 - d. What degree, diploma, certification, or license did you obtain, if any?
- 6) Military History (if applicable)
 - a. Please have your DD214 available
 - b. Type of Separation/Discharge

- 7) Membership and involvement in Community: Please tell us the following about any organizations in your community in which you participate:
 - a. Name of the organization
 - b. What position do you hold, if any?
 - c. When did you start and do you still participate?

- 8) References:
 - a. You may provide up to three (3) personal and/or professional references, who will be contacted by phone. Please ensure all references are aware of the reason they are being contacted as it relates to your request for clemency.
 - b. If you have more than three (3) references, the others should write letters on your behalf, which you can provide to the Parole Auditor or directly to the Board of Pardons.
 - c. You are not required to provide references

- 9) Special Conditions and Voluntary Treatment
 - a. Have you ever completed a drug/alcohol or mental-health evaluation? If so, was treatment recommended and did you complete it?
 - b. Have you ever participated in AA or NA? If so, where and how often did you attend? What was your level of participation?
 - c. Have you ever completed any other programs, such as Alcohol Highway Safety School, Anger Management, Parenting or Domestic Violence classes, Victim Impact Panel, or CRN? If so, where and how often did you attend? What was your level of participation?

- 10) Details related to the Offense: Please provide detailed information of the events leading to your arrest.

- 11) Police contact: Have you ever been arrested or charged with a crime since your conviction, please provide the date of the event, the name of the police department, and the reason for the arrest/charge?

- 12) The reason you're requesting clemency: Please tell us why receiving a pardon would help you.

- 13) Additional Information: Please tell us anything you feel is important for the Board of Pardons to know about you.