



STATE OF DELAWARE

DELAWARE BOARD OF PARDONS COMMUTATION
CHECKLIST

Step 1

Request **Certified Court Dockets** and **Sentencing Orders** for offense(s) associated with your incarceration. These documents must be attached to your application.

Step 2

Complete the entire [Delaware Board of Pardons Application for Commutation](#) by typing in your responses online and then printing once complete.

Step 3

Complete the [Affidavit of Mailing](#) by typing in your responses online and then printing once complete. Include the original Affidavit in your application and mail copies to the individuals listed on the form.

Step 4

Assemble your application by attaching the **Certified Court Dockets**, **Sentencing Orders** and all other relevant information with paper clips. Stapled documents will not be accepted.

Step 5

Once assembled, make 1 copy of **EVERYTHING**. Mail the **original application** to The Board of Pardons and keep a copy for yourself.

Secretary of State's Office
401 Federal Street, Suite 3
Dover, DE 19901

If you have any questions, contact the Board of Pardons at 302-739-4111.
You can also visit us online at pardons.delaware.gov.