# State of Delaware BOARD OF PARDONS DELAWARE BOARD OF PARDONS INSTRUCTIONS

The Board of Pardons Application is a fillable PDF. This means you can type directly into the application on your computer or device.

To successfully complete the Board of Pardons Application, please follow the steps below.

- Ensure you have Adobe Acrobat Reader prior to trying to save the form and submit online.
   If you do not have Adobe Acrobat Reader, please find a free download for the software for the following devices: Desktop Computers | iPhone/iPad | Android | Windows Phone.
   This is the only platform that supports the online submission of the application. If you are using a Mac/Apple computer or device, do not fill out the application using Preview.

   Please use Adobe Acrobat Reader.
- 2. Download the Board of Pardons **Application** (make this a link)
- 3. Save the application to your computer or device
- 4. Open the now-saved PDF in Adobe Acrobat Reader
- 5. Complete the application
- 6. Save the completed application to your computer or device

The application does not automatically save your information for your reference, even after you have downloaded it. In order to fill in the application and make necessary changes as you go along or after you submit it, you **MUST** save the application to your computer or device prior to inputting any information into it.

YOU MUST COMPLETE STEPS 1 AND 2 BEFORE PROCEEDING WITH THE APPLICATION PROCESS. THESE TWO STEPS WILL TAKE SEVERAL WEEKS! ALL APPLICATIONS MUST BE FILLED IN ONLINE AND THEN PRINTED FOR SUBMISSION.

#### **DELAWARE BOARD OF PARDONS CHECKLIST**

YOU MUST COMPLETE STEPS 1 AND 2 BEFORE PROCEEDING WITH THE APPLICATION PROCESS. THESE TWO STEPS WILL TAKE SEVERAL WEEKS! ALL APPLICATIONS MUST BE FILLED IN ONLINE AND THEN PRINTED FOR SUBMISSION.

#### Step 1

Request your **Delaware Certified Criminal History** which can be obtained by submitting a **fee** along with your **fingerprints** to **State Bureau of Identification**. For specific information and locations please contact them at (302) 739-5871. **Please be advised that your Criminal History Report cannot be older than 3 months at the time your application is submitted.** These documents must be attached to your application.

#### Step 2

Request Certified Court Dockets and Sentencing Orders and/or Disposition Records for all ADULT dispositions listed as *guilty, unknown, unobtainable, transferred or pending and any JUVENILE dispositions where you were sentenced as guilty as an adult in Superior Court.* Additionally, you must submit certified copies of financial information on outstanding fines, costs, fees and restitution. Contact the courts in the county associated with the offense(s) for further information on how to request the documents. These documents must be attached to your application.

#### Step 3

Once you have received your **Certified Criminal History** and your **Certified Court Dockets and Sentencing Orders**, complete the page titled "<u>Criminal History Review Form</u>".

#### Step 4

Compare your offense(s) from your "Criminal History Review Form" to the offense(s) listed on the "Offenses that Require a Mental Health Report." This list can be found on our website. If jail time was served in relation to an offense(s) that require a mental health report, you will have to provide a Psychiatric or Psychological Evaluation from a licensed professional of your choice. Any psychologist or psychiatrist performing an evaluation must submit the information requested in Rule 9, paragraph (c) listed on page 12 of the Rules of the Board of Pardons. Please be advised that the Mental Health Report cannot be older than 12 months at the time your application is submitted.

#### Step 5

Complete the entire **Delaware Board of Pardons Application for Pardon**, which can be found on our website, **pardons.delaware.gov**, by typing in your responses online and then printing all forms once complete.

#### Step 6

Complete the <u>Affidavit of Mailing</u> by typing in your responses online and then printing once complete. This form must be notarized. Include the original Affidavit in your application and mail copies to the individuals listed on the form.

#### Step 7

To request a Telephonic hearing due to hardship, please complete and submit the Hardship Form with the application. Please be aware that this request is subject to approval and a telephonic hearing is not guaranteed.

#### Step 8

Assemble all your documents, including the criminal history report and the court dockets, and attach them to the appropriate sections as specified in the application. Once assembled, make one copy of **EVERYTHING** (so you will have a total of 2 complete packets). Use a paper clip or binder clip to attach your documents together for each packet. **Stapled documents will not be accepted**.

#### Step 9

Keep one copy of your application packet for your records and mail the original packet to:

Board of Pardons 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, Option 2, or by email at pardons@delaware.gov. Visit us online at pardons.delaware.gov.

### **CRIMINAL HISTORY REVIEW FORM**

List all ADULT guilty offenses, pending offenses, disposition unknown, disposition unobtainable, or matters transferred to another court. Obtain this information from your certified criminal history and your certified court dockets and sentencing orders. Do not list any dismissed, nolle prosequi, or juvenile charges.

Offenses	Arrest Date

Make sure that all of the offenses required to be addressed in this application are listed. Failure to list all required charges will result in your application being returned. This list will serve as a guide as you complete the DELAWARE BOARD OF PARDONS APPLICATION



# DELAWARE BOARD OF PARDONS APPLICATION FOR PARDON COVER SHEET

I.	Full name:					
	F	First	Middle	$L_0$	ast	Suffix
2.	Address:					
	Address:	Street		City	State	Zip Code
3.	Telephone Number: _			_SBI No.		
		(Include area c	code)	(Locat	ed on your (	Criminal History)
١.	Email Address:					
5.	Date of birth:			Male	Female	
7. A	attorney Information –	Are you represe	nting yoursel	f?		
V	Yes No, if no you mu	st provide your a	ttorney's inf	ormation Other	rwise nroce	ed to the next st
	,		•			
Atto	orney's Name					
Atte	orney's Address					
Atte	orney's Phone:					
<b>A</b> tt	ornev's Email:					

NOTE: Please contact the Board of Pardons (302-739-4111, option 2) immediately if there is a change of address since this will affect your being notified of a hearing date or receiving any other correspondence.

## **Attach Criminal History Report and Criminal History Review Form**

## **BIOGRAPHICAL INFORMATION**

What is your highest level of education?			
Any known learning disabilities?	Yes N	No. If yes, briefly describe.	
Any history of mental health issues?	Yes	No. If yes, briefly describe treatment.	
Any history of substance/alcohol abus when addiction began.	se? Y	Yes No. If yes, briefly describe drug/substance of choice and	
What is your current marital status? (Check one:) Single Married or E  Do you have children or other depend If yes, describe them. (Example: name,	lents?	o a Civil Union Divorced Widowed  Yes No  iving arrangement)	
Current Employment Status, if not en	nployed s	state the reasons?	
Are you currently enrolled in school/v of study?	vocational	ll training, if yes, provide the name and location and your area	

## **SUMMARY OF OFFENSE(S)**

Fill out a separate copy of this page for each conviction that is listed on the Criminal History Review Form. Provide requested information for offense(s) which can be found on the court docket and sentencing order.

		Arrest Date:			
Offense(s):	If more than	one offense was associated with th	e same arrest, list them.		
Sentence Date:		Sentence			
		you serve in a correctional facili			
Probation:	Yes No	If yes, provide date completed	I		
Restitution:	Yes No	If yes, amount and if obligation	on is resolved (paid)		
(If obligation is	not resolved,	please contact the court and reque	est a civil judgment and att	tach it to th	is page)
Name of Court	<b>:</b>				
Court Address:	:				
	Number	Street	City	State	Zip Code

Narrative Description of the Offense(s): Provide a complete and detailed account of the offense(s) you listed above. You are expected to describe in your own words the factual details surrounding the offense(s). Describe the full extent of your involvement in the criminal conduct.

## **REASONS FOR SEEKING A PARDON**

What are your reasons for seeking a pardon? Attach any supporting documents as evidence to support reasons due to extenuating circumstances. (Example: Denial letter due to failed background check or written regulations regarding criminal convictions preventing you from services)
<b>Pending Proceedings:</b> Do you have pending any judicial or administrative proceedings with the federal, state, or local governments? <b>Yes No.</b> If yes, state the full jurisdiction in which the proceeding is pending, the nature of the dispute, and the current status of the matter.
Describe below any community/charitable activities you are involved in and your duties. (You may attach any certificates or documents)
References may be attached to this page  Attach supporting documents as evidence to support reasons due to extenuating circumstances.



## Please read the following carefully before proceeding to the next page:

- The purpose of the Affidavit of Mailing page is to certify that you have informed the agencies listed of your application, as they may wish to respond.
- You may fill in your reason(s) for applying and offense(s) information but **DO NOT SIGN** the Affidavit of Mailing page until you are in the presence of a notary.
- After the Affidavit has been notarized, make copies and mail them to the listed agencies. Include the original Affidavit of Mailing with your application.
- **ONLY** send the Affidavit of Mailing to those listed **NOT** the entire application.
- If you are uncertain about the name of your sentencing Judge or the Chief of Police in the city/county you were arrested in, put "Presiding Judge" and "Chief of Police" with the appropriate address.



## STATE OF DELAWARE DELAWARE BOARD OF PARDONS

Applicant Name	Date of Birth
of State's Office, 401 Federal Street, Suite 3, Do	rdon with the Board of Pardons ("Board") in the Secretary over, DE 19901. The petition will be heard at the earliest angs are held at the Kent County Courthouse, Courtroom 8,
Copies of this affidavit of mailing have been se	ent to:
<ol> <li>The Judge(s) who presided at the sentencing</li> <li>Kathy Jennings, Attorney General, Department Wilmington, DE 19801.</li> </ol>	hearing(s) or Presiding Judge(s) ent of Justice, Carvel State Building, 820 N. French St.,
<b>-</b>	arrest(s) was/were made. Omit this step if you were only
4. Lieutenant Colonel Melissa Zebley, Superint Police, P.O. Box 430, Dover, DE 19903.	tendent, Department of Public Safety, Division of State
Reason(s) for applying:	
Offense(s) and Date(s) of Arrest:  Signature of Applicant	Date
STATE OF	
STATE OF) SS	
COUNTY OF)	
This applicant, being sworn, deposes and says that he/she and correct in every respect, and that he/she has not suppre	is attesting that all statements contained in his/her application are true essed any information that might affect this application.
Sworn to me before me this day of	, 20
Signature of Notary Public	
My commission expires (SEAL)	

**IMPORTANT:** Make sure you have completed every item on the checklist and that your application is signed and complete. Any missing information will significantly delay processing.

## REQUEST FOR A TELEPHONIC HEARING DUE TO HARDSHIP

Due to the circumstance(s) described below, the applican allowed in place of a "personal appearance".	t is requesting that a telephonic hearing be
Applicant Name	Date of Birth
Reason(s) petitioner has found that it would be a hard	ship to physically attend the hearing:
If an approval of hardship is made, the "Board" may requischeduled time. Please provide a reliable telephone number possible telephonic hearing ()	ber that could be used to contact you for a
Signature of Applicant	Date
Approved	 Date