



STATE OF DELAWARE

DELAWARE BOARD OF PARDONS COMMUTATION **CHECKLIST**

Step 1

Obtain your up-to-date **Offender Status Sheet**, which can be requested from your housing unit counselor. This document must be attached to your application.

Step 2

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

Step 3

Complete the entire [Delaware Board of Pardons Application for Commutation](#) by typing in your responses online and then printing once complete. You may handwrite your responses neatly if you don't have computer access.

Step 4

Complete the [Affidavit of Mailing](#) 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 5

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

Step 6

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

**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.
You can also visit us online at pardons.delaware.gov or email: pardons@delaware.gov.**



DELAWARE BOARD OF PARDONS
APPLICATION FOR COMMUTATION

1. Full name: _____
First Middle Last Suffix
2. Facility: _____
3. SBI No. _____
4. Date of birth: _____ Male Female Non-Binary
5. State every other name by which you have been known, including the name under which you were convicted (*i.e.*, include your maiden name, name by a former marriage, aliases, and nicknames).

6. Attorney Information - Are you representing yourself?

Yes No, if no you must provide your attorney's information. Otherwise, proceed to the next step.

Attorney's Name _____

Attorney's Address _____

Attorney's Phone: _____

Attorney's Email: _____

NOTE: Please notify the Board of Pardons as soon as possible if you are transferred to another facility.

BIOGRAPHICAL INFORMATION

What is your highest level of education?

Any known learning disabilities? **Yes** **No.** If yes, briefly describe.

Any history of mental health issues? **Yes** **No.** If yes, briefly describe treatment.

Any history of substance/alcohol abuse? **Yes** **No.** If yes, briefly describe drug/substance of choice and when addiction began.

What is your current marital status?

(Check one:)

Single

Married or Entered into a Civil Union

Divorced

Widowed

Do you have children or other dependents? **Yes** **No**

If yes, describe them. (Example: name, age and living arrangement)

Current Employment Status, if not employed state the reasons?

Are you currently enrolled in school/vocational training, if yes, provide the name and location and your area of study?

REASONS FOR SEEKING A COMMUTATION

What are your reasons for seeking a commutation? Attach supporting documents as evidence to support reasons due to extenuating circumstances.

Pending Proceedings: Do you have pending any judicial or administrative proceedings with the federal, state, or local governments? **Yes** **No.** 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 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.

