



STATE OF DELAWARE

DELAWARE BOARD OF PARDONS COMMUTATION **CHECKLIST**

Step 1

Obtain your up-to-date and complete **Offender Status Sheet (all pages)**, 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.**