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.