



## STATE OF DELAWARE

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

### **Step 1**

Obtain your current and complete **Offender Status Sheet (all pages)**, which can be requested from your housing unit counselor. This document must be included with your application.

### **Step 2**

Request Certified Court Dockets and Sentencing Orders for all case(s) associated with your current incarceration. These documents must be included with 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 signed and 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 (with all of the original documents) to the Board of Pardons and keep the copy of everything for yourself.

### **Step 6**

Assemble your application by including the **Certified Court Dockets, Sentencing Orders, Offender Status Sheet** and all other relevant information. 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](http://pardons.delaware.gov) or email: [pardons@delaware.gov](mailto:pardons@delaware.gov).**