

Instructions

An application for pardon does not guarantee that a pardon will be granted. An applicant for Pardon should understand that the process is lengthy.

The Parole Board must review all applications. After the Parole Board reviews your application and makes its recommendation, you will be notified. Please, do not call the Parole Board concerning results. However, you must notify the Parole Board in the event of an address change.

The Governor relies on the recommendation of the Parole Board and will not review any application that has not been first reviewed by the Parole Board. **The Governor does not review files taken out of order.** There is no appeal process for Pardons. If the Governor denies the application, that decision is final.

Follow all instructions and answer all questions truthfully.

Incorrect information will be grounds for return of your application.

NEW APPLICANTS

If you have never filed a Pardon Application before, attach these certified documents to the application:

1. Judgment and Commitment Order (get from the Circuit Clerks Office if Felony Charge –or– from the District Clerk’s office if misdemeanor)
2. Felony Information and/or probable cause affidavit from clerk
3. Narrative incident report from arresting agency (City Police, Sheriff or State Police)
4. If record is sealed, include Order to Seal (get from court clerk)

OLD APPLICANTS

Because you have previously filed for a Pardon, all necessary paperwork is still in your file at the Parole Board. Fill out the application, have it notarized and return it to the Parole Board at the address below. DO NOT resubmit attachments sent before (# 1 – 4 above). Only submit NEW information to support your file.

If you have convictions NOT previously requested, you must furnish the following:

1. Judgment and commitment order
2. Information sheet or probable cause affidavit
3. Narrative incident report from arresting agency (City Police, Sheriff or State Police)

**Return all applications to:
DCC Institutional Release Services (IRS)
Pardon Department
2801 S. Olive St., Suite 6-D
Pine Bluff, AR 71603**

* If your address or contact information changes for any reason during the application process, please update your information by contacting 870-543-1033.

Pardon Application
Institutional Release Services--Pardon Department
2801 S. Olive St., Suite 6-D
Pine Bluff, AR. 71603
870-543-1033 // 870-879-6725 fax

Name _____ Date of Birth _____
 Address _____ Race _____ Sex _____
 City _____ ADC# _____ PID# _____
 State _____ Zip _____ SS# _____
 Phone _____ Cell _____

I am requesting the following (Check Only One)

- Option 1: _____ Pardon (with firearm rights restored)
 Option 2: _____ Pardon (without firearm rights restored)
 Option 3: _____ Restoration of Firearms Only* -- crime must be 8 years old and no weapons involved

*And page 8 also must be filled out by Sheriff in county where you reside and notarized

Checklist for Applicant's Use

Please make sure all information listed below is attached to application

1. _____ First time applicant Yes _____ No _____
 Date of previous application _____
2. _____ Entirely completed, signed, dated and notarized application
3. _____ Judgment Orders for each conviction to be considered
4. _____ **Letters of recommendation:** (include current address and daytime phone #'s)
 - i. Family
 - ii. Friends
 - iii. Minister (if applicable)
 - iv. Present or former employers
 - v. Other reputable persons in the community who may desire to testify to the moral character and good behavior of the applicant.
6. _____ Letter of Personal Plea

1. Give full name under which you were convicted and any alias names you may have used:

2. You must list below, ALL CRIMES FOR WHICH YOU WISH TO BE PARDONED!
(Attach separate sheet if necessary to include all convictions to be considered)

(fill out completely and attach Judgment OR Commitment Orders (or docket sheets) for each crime listed)

Crime	County of conviction	Date	Court Docket #	Sentence

3. Have you completely discharged from your sentence? YES _____ NO _____

4. Are you on probation or suspended sentence? _____

5. Was any restitution ordered in any of the convictions Yes _____ No _____

6. Have all fines, fees, court costs and restitution been paid in full? If Yes—attach receipts
If you still owe restitution, cost(s) and/or fine(s) for any convictions, please list the persons or entity to which the debt is owed and the outstanding amount still owed.

7. Were there victims in your crimes? YES _____ NO _____

If yes answer the following questions;

a. Did you know the victim? _____

b. If yes, what was the relationship? _____

c. Was the victim injured? _____

d. Age of the Victim _____

e. Was the victim law enforcement or public official? _____

f. Was there more than one (1) victim? _____

8. Were other persons involved in the crimes listed above? Yes _____ No _____

If yes, list the names of your accomplices and what, if any, sentences they received

9. Concerning the facts of the crimes, briefly explain what happened in each case.
 (Attach a separate sheet if necessary)

10. Explain the reason why you think the Governor should grant to you the relief requested.
 (Attach a separate sheet if necessary)

11. Describe what you have done to demonstrate your rehabilitation-Community programs, volunteer work, furthering education, speaking engagements, mentoring to others, etc.
 (Attach a separate sheet if necessary)

12. Are you a SEX OFFENDER who is currently required to register by law? Yes ___ No ___
 (If your answer is yes, answer the following questions)

- >. Has your registration been kept current since its requirement? _____
- >. If no, explain why not _____

You must submit your most recent risk assessment with this application.

13. List all other crimes **not listed before**, even out of state crimes, traffic violations, misdemeanors, etc. that you **DO NOT WISH TO BE CONSIDERED FOR PARDON**

Crime	County of conviction	Date	Court Docket #	Sentence

PERSONAL BACKGROUND

1. Are you:
 Single _____ Married _____ Separated _____ Divorced _____ Widowed _____
 Full name of spouse _____
 When were you married _____
 Where were you married _____

2. Previous marriages: list the following information;
 Name of Spouse Date of Marriage Date marriage ended Reason (divorce/death, etc.)

3. Children _____ How many? _____
 Name AGE Address

4. Have you ever served in the Armed Forces? Yes _____ No _____
 If yes, what branch? _____

5. What type of discharge did you receive? Honorable _____ Dishonorable _____
 Medical _____ Other _____

EDUCATIONAL BACKGROUND

School	Address	Dates of Attendance	Highest grade completed & Degrees

EMPLOYMENT BACKGROUND

1. Please provide the following information about your current job:

Name of employer _____

Employer's address _____

When were you hired _____

Give a brief description of your job duties:

2. If you are currently unemployed, but on disability, please explain how you became disabled.

For previous jobs you have held, list the following information

Dates		Employer	Address & Current Phone
From	To		

**By signing and submitting this application, I hereby swear and affirm that the information provided is true and accurate to the best of my knowledge and I hereby waive any state or federal privacy protections or other privileges to the extent allowable by law;
 I understand that incorrect information provided by me will be grounds for IMMEDIATE DENIAL!**

 Applicant's Signature

 Date of Application

Subscribed and sworn to me this _____ day of _____, _____

My Commission expires:: _____

 Notary Public

Certificate to Obtain Information

Ask the Clerk of the Court to fill out this form if he/she is not able to provide you with all the required documents.

I, _____ Circuit Clerk or District Clerk of _____ County
Have been approached by _____ (applicant's name) in an attempt to
obtain a certified copy of his or her commitment orders for the purpose of applying for a
Governor's Pardon. After a good faith effort, a copy of these records cannot be furnished for the
following reason:

- _____ Case too old, documents have been destroyed
- _____ A copy has been diligently searched for and cannot be found
- _____ Court House burned and record was destroyed (year _____)

Circuit Clerk/ Deputy Clerk / District Clerk

County Seal

This page is required, in addition to the application,
if applying for
RESTORATION OF FIREARMS ONLY (Option 3 on Page 1)

This page is NOT required if applying for a pardon.

Recommendation of Chief Law Enforcement Officer in County of Residence

I, _____, hereby recommend
(applicant) _____ for the restoration of his/her right to own or
possess firearms and certify that he/she is of good standing and is deserving of this restoration of
firearm rights. In Accordance with Arkansas Code Annotated § 5-73-103, I confirm that the crime
occurred more than eight (8) years ago and no weapon was involved in the commission of the
crime. This person currently resides at _____ which is
within my jurisdiction and has lived within my jurisdiction since _____.

Sheriff _____

County of _____

Subscribed and sworn to me this _____ day of _____, _____.

Notary Public

My commission expires:
