

## Application for Pardon Consideration

The Governor of the State of Oklahoma may pardon only Oklahoma convictions. The Governor cannot pardon a federal criminal offense or an offense from another state. If you are seeking a pardon for a conviction in another state you should contact that state. If you are seeking a pardon for a federal conviction, you should contact the Office of the Pardon Attorney, U.S. Department of Justice, 1425 New York Ave., N.W. Suite 1100, Washington, D.C. 20530 (202) 616-6070.

**It is important that all items on the Application be answered and returned to the address listed below.**

The information you provide will help you to present yourself as a responsible and productive citizen. The Pardon and Parole Board will review this information in making a decision on your application. The process takes at least six months to complete.

Please contact this office by mail or telephone if you have any questions.

Send the completed Application package to:

General Counsel

Attn: Pardons

2915 N. Classen Blvd., Suite 405

Oklahoma City, OK 73106-5436

Telephone (405) 521-6600

### **Eligibility Requirements:**

1. You have been convicted of a violation of Oklahoma law, either a felony, misdemeanor, or Municipal Court misdemeanor conviction involving alcohol or illegal drugs.
2. You have no pending charges.
3. You are not currently in jail or prison.
4. You must have discharged all sentences, including any type of supervision.
5. You cannot have been considered for a Pardon within the past year.

### **THE FOLLOWING ITEMS MUST BE SENT IN WITH YOUR APPLICATION IN ORDER FOR IT TO BE CONSIDERED COMPLETE:**

1. **Certified Judgment & Sentence** on each conviction you wish to have Pardoned (obtainable from the Court Clerk in the County of conviction; copies must bear the County Seal);
2. **Certified statement from the Court Clerk** that all fines, fees, and court costs (including restitution and probation fees) have been paid in full (must bear the County Seal).
3. **Current credit report** ([www.freeannualcreditreport.com](http://www.freeannualcreditreport.com));
4. **Proof of employment or income** (if you receive any income send a copy of the latest statement showing the type of income and the amount, i.e. unemployment or SSI); and
5. **Proof of residence** (current receipt for rent or mortgage payments, lease agreement, or property tax assessment – NOT utility/cable bills).

## **APPLICATION FOR PARDON**



Please review the application instructions (eligibility criteria) to make sure you are eligible to apply for a Pardon. You must meet all the eligibility criteria on all convictions. Failure to meet the eligibility criteria will result in the application being denied/returned to you.

2. Applicant was convicted on a plea of \_\_\_\_\_ in the District Court  
(guilty, not guilty, or nolo contendere)

Court of \_\_\_\_\_ in case number CF/CM \_\_\_\_\_ of the crime of:  
(County)

\_\_\_\_\_  
(specific offense as named on the Judgment & Sentence; and statute violated, if known)

and was sentenced on \_\_\_\_\_, \_\_\_\_\_ to:  
(month/day) (year)

- imprisonment for \_\_\_\_\_,
- supervision/probation for \_\_\_\_\_,
- a fine of \$ \_\_\_\_\_,
- restitution of \$ \_\_\_\_\_.

Applicant was \_\_\_\_\_ years of age when the offense was committed.

3. Applicant began serving the sentence of ( imprisonment or  supervision/probation) on

\_\_\_\_\_, \_\_\_\_\_ and discharged the sentence on \_\_\_\_\_, \_\_\_\_\_.  
(month/day) (year) (month/day) (year)

Applicant ( did or  did not) appeal the conviction.

4. Indicate the date(s) on which the fine or restitution was paid. *If the fine or restitution has not been paid in full, you are not eligible to apply for a Pardon.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. If you appealed your conviction or sentence, provide the date of the decision(s) by the Court of Criminal Appeals. Also provide citations to any published judicial opinion(s), and a copy of any unpublished opinion(s), if available.

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apply for a Pardon on all Oklahoma convictions. If additional space is needed you may use the optional continuation page or attach separate pages when answering question numbers two (2) through six (6) for multiple convictions.

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6. Provide a complete and detailed account of the offense(s). You are expected to describe in your own words the relevant factual circumstances of the offense(s). Do not simply repeat the description of the offense contained in the Criminal Information or Judgment & Sentence, or rely on the statutory citation alone. If the conviction resulted from a plea agreement, you should describe the full extent of your involvement in the criminal conduct, in addition to the charge(s) to which you pled guilty. If you need more space, use the optional continuation page.

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**PRIOR AND SUBSEQUENT CRIMINAL RECORD**

7. Aside from the offense(s) for which you seek a Pardon, have you ever been arrested, taken into custody, held for investigation or questioning, charged by any law enforcement authority, or convicted in any court, either as a juvenile or an adult, for any other incident?  **yes**  **no**

*For each such incident, state the following: the date, the nature of the charge, the relevant facts, the law enforcement authority involved, the location, and the disposition of the incident. You must list every incident, including traffic violations. You are expected to describe in your own words the relevant facts of each incident. Any omission will be considered a false statement and will be grounds for denial of your application.*

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**BIOGRAPHICAL INFORMATION**

1. Current marital status:  never married  married  divorced  widowed  separated



period of unemployment, indicate your means of support. If you need more space, use the optional continuation page(s).

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a. Since your conviction, have you been fired or left a job following allegations of misconduct or unsatisfactory job performance?  **yes**  **no**

b. Have you ever failed to list your conviction, or any other arrest, on any employment or other application where such information was requested?  **yes**  **no**

*If you answered yes to either of the above questions, provide the employer's name, address and telephone number, and explain fully below the circumstances involved. If you need more space, use the optional continuation page(s).*

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### **SUBSTANCE ABUSE AND MENTAL HEALTH INFORMATION**

13. Have you ever used any illegal drug(s) or abused prescription drugs or alcohol?  **yes**  **no**

*If yes, identify the drug(s) used, the dates of drug or alcohol abuse, and the frequency of such use. If you need more space, use the optional continuation page(s).*

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14. Have you ever been involved in the illegal manufacture, sale, or distribution of drugs other than the offense(s) for which you seek a Pardon?  **yes**  **no**

*If yes, provide complete details of your involvement. If you need more space, use the optional continuation page(s).*

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15. Have you ever sought or participated in counseling, treatment, or a rehabilitation program for drug use or alcohol use?  **yes**  **no**

*If yes, identify the date(s) of treatment or counseling and the name of the treatment provider. If you need more space, use the optional continuation page(s).*

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16. Have you ever consulted with a mental health professional (psychiatrist, psychologist, or counselor), or another health care provider, concerning a mental health related condition?  **yes**  **no**

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**CIVIL AND FINANCIAL INFORMATION**

17. Are you currently in default or delinquent in any way in the payment or discharge of any debt or financial obligation imposed upon you?  **yes**  **no**

*If yes, state the amount of the debt, the name of the creditor, the reason for the failure to pay, and the terms of any agreement(s) you have made to satisfy the obligation. If you need more space, use the optional continuation page(s).*

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18. Have any liens (including federal or state tax liens) been filed against you?  **yes**  **no**

*If yes, state the amount of the lien, the name of the lien holder, the reason the lien was imposed and the current status of the lien. If you need more space, use the optional continuation page(s).*

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19. Have you ever been a party in a civil lawsuit?  **yes**  **no**

*If yes, identify the court in which it was filed, the case number, the nature of the dispute and the final disposition. If you need more space, use the optional continuation page(s).*

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20. Have you ever filed for the discharge of your debts in bankruptcy court?  **yes**  **no**

*If yes, state the court in which the petition was filed, the case number, the amount of debt sought to be discharged, the final disposition and the date of disposition. If you need more space, use the optional continuation page(s).*

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21. Do you have any pending judicial or administrative proceedings with the federal, state or local governments?  **yes**  **no**

*If yes, state the name of the authority involved, the jurisdiction in which the proceeding is pending, the case number, the nature of the proceeding, and the current status of the matter. If you need more space, use the optional continuation page(s).*

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### MILITARY RECORD

22. Have you ever served in the armed forces of the United States?  **yes**  **no**

Date(s) of service: \_\_\_\_\_



Branch(es): \_\_\_\_\_

Serial Number: \_\_\_\_\_

Type of Discharge: \_\_\_\_\_

Decoration (if any): \_\_\_\_\_

If you were other than Honorably Discharged, describe in detail the factual circumstances surrounding your discharge. If you need more space, use the optional continuation page(s). Attach a copy of your separation papers (Form DD-214), if available.

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23. While serving in the armed forces, did you receive non-judicial punishment, or were you the defendant in any court-martial?   **yes**  **no**

*If yes, state fully the nature of the charge, the relevant facts, the disposition of the proceedings, and the date thereof. If you were convicted of an offense by court-martial, provide a copy of the court-martial promulgating order. If you need more space, use the optional continuation page(s).*

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### OCCUPATIONAL LICENSING

24. Have you ever been denied any type of business or professional license, had any such license revoked, or had reinstatement of any such license denied?  **yes**  **no**

*If yes, attach a copy of the document(s) evidencing the action and state below the name of the authority taking the action. If you need more space, use the optional continuation page(s).*

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25. Have you ever been granted any type of business or professional license or received the reinstatement of any such license that had been revoked?  **yes**  **no**

*If yes, attach a copy of the document(s) evidencing the action and state below the name of the authority taking the action. If you need more space, use the optional continuation page(s).*

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**CHARITABLE AND COMMUNITY ACTIVITIES**

26. Describe any charitable or civic activities in which you have been engaged, or other contributions you have made to the community, since your conviction. In this regard, you may include the names of any organizations in which you have participated, the time periods of your participation, and your role in these activities.

*If you need more space, use the optional continuation page(s).*

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**REASON(S) FOR SEEKING A PARDON**

27. State in full your reason(s) for seeking a pardon. Please keep in mind that a pardon is ordinarily a sign of forgiveness, not vindication.

*If you need more space, use the optional continuation page(s).*

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**CERTIFICATION AND PERSONAL OATH**

I hereby certify that all answers to the above questions and all statements contained herein are true and correct to the best of my knowledge, information, and belief. I understand that any intentional misstatement of material facts contained in this application may cause adverse action on my application for pardon.

In making application for a pardon from the Governor of the State of Oklahoma, I do solemnly swear that I will be a law-abiding citizen and that I take this obligation freely and without any mental reservation whatsoever.

Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
(day) (month) (year)

\_\_\_\_\_  
(signature of applicant)

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
(day) (month) (year)

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_  
My commission number is: \_\_\_\_\_

#### AUTHORIZATION FOR RELEASE OF INFORMATION

*Carefully read this authorization to release information about you, then complete, sign and date it in ink.*

I authorize any duly accredited representative of the Oklahoma Pardon and Parole Board or the Oklahoma Department of Corrections, to obtain any information relating to my activities from schools, residential management agents, employers, criminal justice agencies, retail business establishments,

courts, or other sources of information. This information may include, but is not limited to, my academic, residential, achievement, performance, attendance, disciplinary, employment history, criminal history, arrest, conviction, including the pre-sentence investigation report, if any, medical, psychiatric/psychological, health care, financial and credit information.

I understand that, for financial or lending institutions and certain other sources of information, a separate specific release may be needed (pursuant to their request or as may be required by law), and I may be contacted for such a release at a later date.

I further authorize the Oklahoma Pardon and Parole Board or the Oklahoma Department of Corrections, or any other authorized state agency, to request criminal record information about me from criminal justice agencies for the purpose of determining my suitability for a Pardon.

I authorize custodians of records and sources of information pertaining to me to release such information upon request of any duly accredited representative of the Oklahoma Pardon and Parole Board or the Oklahoma Department of Corrections or any state agency authorized above regardless of any previous agreement to the contrary. I understand that the information released by records custodians and sources of information is for official use by the State of Oklahoma only for the purposes of processing my application for a pardon, and may be re-disclosed by the State of Oklahoma only as authorized by law.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is valid for one (1) year from the date signed.

\_\_\_\_\_  
Signature (in ink, blue or black)

\_\_\_\_\_  
Full name (typed or printed)

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Other names used

\_\_\_\_\_  
Street address

\_\_\_\_\_  
City                      State                      Zip Code                      Phone number (with area code)

**OPTIONAL CONTINUATION PAGE**

*List question number for each response.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



of Oklahoma. I, \_\_\_\_\_  
(print or type name of affiant/reference)

residing at \_\_\_\_\_  
Number Street City State Zip Code

\_\_\_\_\_, whose occupation is \_\_\_\_\_,  
(telephone number with area code)

Certify that I have personally known the applicant for \_\_\_\_\_ years. Except as otherwise indicated below, applicant has behaved since the conviction in a moral and law-abiding manner. My knowledge of applicant's reputation, conduct and activities, including whether the applicant has been arrested or had any other trouble with the public authorities and has been steadily employed, is as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I do solemnly swear that the foregoing information is true and correct to the best of my knowledge, information and belief.

\_\_\_\_\_  
(signature of affiant)

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
(day) (month) (year)

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

My commission number is: \_\_\_\_\_

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CHARACTER AFFIDAVIT  
ON BEHALF OF

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(print or type name of applicant)

In support of the application of the above named applicant for a Pardon from the Governor of the State

of Oklahoma. I, \_\_\_\_\_  
(print or type name of affiant/reference)

residing at \_\_\_\_\_  
Number Street City State Zip Code

\_\_\_\_\_, whose occupation is \_\_\_\_\_,  
(telephone number with area code)

Certify that I have personally known the applicant for \_\_\_\_\_ years. Except as otherwise indicated below, applicant has behaved since the conviction in a moral and law-abiding manner. My knowledge of applicant's reputation, conduct and activities, including whether the applicant has been arrested or had any other trouble with the public authorities and has been steadily employed, is as follows:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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(signature of affiant)

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(day) (month) (year)

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

My commission number is: \_\_\_\_\_

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CHARACTER AFFIDAVIT  
ON BEHALF OF

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(print or type name of applicant)

In support of the application of the above named applicant for a Pardon from the Governor of the State

of Oklahoma. I, \_\_\_\_\_  
(print or type name of affiant/reference)

residing at \_\_\_\_\_  
Number Street City State Zip Code

\_\_\_\_\_, whose occupation is \_\_\_\_\_,  
(telephone number with area code)

Certify that I have personally known the applicant for \_\_\_\_\_ years. Except as otherwise indicated below, applicant has behaved since the conviction in a moral and law-abiding manner. My knowledge of applicant's reputation, conduct and activities, including whether the applicant has been arrested or had any other trouble with the public authorities and has been steadily employed, is as follows:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I do solemnly swear that the foregoing information is true and correct to the best of my knowledge, information and belief.

\_\_\_\_\_  
(signature of affiant)

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
(day) (month) (year)

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

My commission number is: \_\_\_\_\_