



STATE OF INDIANA
INDIANA PAROLE BOARD

Indiana Government Center South ♦ Room W466
402 W. Washington Street ♦ Indianapolis, Indiana 46204
Phone: 317.232.5737 ♦ Fax: 317.232.5738

To: Pardon Applicant

From: State Parole and Clemency Commission /Indiana Parole Board

RE: Supplemental Instructions and Information for a Pardon Request

The following items are to be completed before you submit your petition. Failure to complete any of the following steps may result in your petition being returned to you as incomplete or the dismissal of your petition.

1. Complete the following paperwork:
 - a. Petition for Pardon;
 - b. Pardon Checklist;
 - c. A resume listing your complete work history
 - d. A complete list of your community service;
 - e. Certified driving record;
 - f. Letters of recommendation.

You must include all necessary information. If you do not know your cause number, dates of sentencing, and other requested information, you must call the clerk of the county in which you were sentenced and obtain the needed information.

2. Out of state residents are to obtain a copy of their motor vehicle record and criminal history from the state in which they reside.
3. If you handwrite the petition, it must be legible. The Board prefers typed petition(s) If you cannot write legibly, you should consider typing the petition or having someone else write the petition for you.
4. A pardon is designed to cover ALL convictions one may have in the State of Indiana. ALL convictions you may have, with the exception of minor traffic offenses, are to be listed in your petition. If you require more space, you may use a separate sheet.

5. If your conviction has been expunged, the Board cannot access your records. Therefore, you must unseal your records prior to applying for a pardon. If you are unsure how to do this seek legal counsel.
6. To be eligible for a pardon, you must be five years removed from the completion of your sentence. Parole and probation are considered part of your sentence.
7. The Governor of Indiana may only pardon you for crimes you committed in Indiana.
8. If you were convicted of a crime that occurred in Indiana, but were tried in federal court, the Governor cannot pardon you for this offense. You must contact the United States Department of Justice for information about the federal pardon process or seek legal counsel.
9. If you were found innocent of an offense, your case was dismissed, or you entered into a diversion program, you do not have a conviction for the Governor to pardon. Please seek legal counsel for the alternate remedy of expungement
10. Petitioners for pardon should understand that pardons are a public process. Notice of your hearing will be posted, your application (minus your sensitive identifying information) will be considered public record, and if a pardon is granted, it will be done via an executive order issued by the Governor. It is not uncommon for reporters or other members of the public to ask to see pardon application or to report on pending or granted pardons. There is no way to seal this information, and you agree by filing a petition to the release of your petition (without any notice to you) to whomever may request it.
11. When your application is complete, send the application to:
Indiana Parole Board ATT: Pardon/ Clemency Petition
402 West Washington Street, Room W466
Indianapolis, IN 46204
12. Petitioners are required to inform the Board of any changes of address or contact information, or if you are arrested or charged with a new offense while your application is pending. Failure to promptly notify the Board of an arrest

is grounds for the immediate dismissal of your petition. Your application will be closed if the Board cannot reach you.

13. Once the Board receives the application and confirms it is accurate and contains all necessary information, a parole agent will be assigned to conduct a community investigation. A community investigation will probe into your background, your work history, as well as obtain the recommendation of the sentencing judge (or successor judge), the prosecutor of the county you were convicted, local law enforcement, and other persons who may have an opinion in this matter. This must be completed before you can be scheduled for a hearing.

14. When the community investigation and all other documents are received by the Parole Board, you will be notified of your hearing date. In-person appearances are expected, though they may be waived for good cause. Please note that it takes on average six (6) months from the time your complete application is received and your notification of a hearing date.

15. The hearing is an informal interview with the Board. While the interview is informal, you should dress appropriately and come prepared to persuade the Board as to why you should be granted a pardon. After the hearing, the Parole Board will review your case and make a non-binding recommendation to the Governor as to whether your pardon should be granted or denied.

16. When the Governor makes a decision on your case, you will be notified via letter. Please note there is no timeline for a decision, and in fact the Governor is not even required to make a decision at all. If your petition is granted, you will be advised of the next steps. If your petition is denied, you may reapply again in five (5) years from the date of your denial.

17. None of the above should be construed as limiting the constitutional power of the Governor to grant pardons.



PETITION FOR CLEMENCY

State Form 1213 (R6 / 4-97)

TYPE OF CLEMENCY REQUESTED

Reprieve

Commutation of sentence

Pardon *

* Petitioner must have completed any executed sentence before submitting petition.

Name of petitioner	DOC number	Institution where confined	Jail time credit
Name of court where tried	County where tried	Date of sentencing	Length / term of sentencing

Conviction(s)

Names of co-defendants (if any)

Circumstance of offense

Reason clemency is requested

For pardon requests only: Home address (street, city, state and ZIP code)

List below any persons who may wish to testify before the Parole Board in your case (optional): (LIMIT THREE)

NAME	ADDRESS (street or R.R. No., city, state, ZIP code)	RELATIONSHIP

I, the above named petitioner, do respectfully request that the Honorable Governor of Indiana, grant this petition of clemency.

I affirm that the statements contained above are true and correct to the best of my knowledge.

Signature of petitioner	Date of signature
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THE FOLLOWING INFORMATION WILL BE NEEDED IN COMPLETING YOUR
PARDON APPLICATION

PLACE OF BIRTH _____ DOB _____ SSN _____

HIGHEST GRADE COMPLETED AND WHEN

LIST ANY COLLEGE COURSES TAKEN, DEGREES EARNED, CERTIFICATES OF
COMPLETION

EMPLOYMENT SKILLS

MILITARY HISTORY (IF APPLICABLE)
LIST ANY MEDALS AWARDED, CERTIFICATES OF MERIT, ETC.

LIST ANY POSITIVE ACTIVITIES YOU HAVE BEEN INVOLVED IN
SINCE YOUR OFFENSE

USE THE BACK OF THIS PAGE IF YOU REQUIRE MORE SPACE.

YOU MAY ALSO CONSIDER INVITING YOUR FRIENDS, FAMILY, AND CO-
WORKERS TO WRITE LETTERS TO THE PAROLE BOARD THAT TESTIFY TO
THE NATURE OF YOUR CHARACTER.

ALL OF THE ABOVE WILL ALLOW YOU TO PRESENT THE PAROLE BOARD
WITH EVIDENCE OF THE POSITIVE ACTIVITIES YOU HAVE BEEN INVOLVED
IN SINCE YOUR OFFENSE.