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

Once the Indiana Parole Board receives your completed pardon application, the Board will initiate a series of background checks to gather facts about you so that they may make an informed decision about your case. These background checks include a national crime database check and an Indiana Bureau of Motor Vehicles Records Check. Once these background checks are completed and returned to the Indiana Parole Board, the Board will arrange for a State Parole Agent to conduct what is called a Community Investigation.

The Community Investigation will examine your criminal history as well as your social history. In conducting the Community Investigation, the State Parole Agent will contact you, the Court(s) that convicted you as well as any of your family and/or friends that you listed as references. Once the Community Investigation is returned to the Indiana Parole Board and the Board finds it to be sufficient, the Board will schedule you for a pardon hearing.

The Board will notify you via letter that you are scheduled to appear at pardon hearings and that you will need to call the Board to make a reservation. On the day of your pardon hearing, you will be expected to answer questions about the crime(s) you have committed and the current state of your life.

Once the hearing has concluded, the Parole Board will make a non-binding recommendation to the Governor to either grant or deny your pardon petition. After the Parole Board makes their non-binding recommendation to the Governor, the Board will complete your pardon file and hand-deliver it to the Governor's Office. After the Governor makes his decision, you will be notified of his decision.

NOTE: Please be aware that the pardon process is lengthy and that pardons are rarely granted. Do not expect to be notified about the Governor's decision in your case any less than a year from the date the Parole Board receives your application.

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To: Pardon Applicant

From: Indiana Parole Board

RE: Supplemental Instructions and Information for a Pardon Request

1. Complete page two of the Petition for Clemency Form. Check "Pardon" in the box located in the upper right hand corner of the page.

2. Place your DATE OF BIRTH AND SOCIAL SECURITY NUMBER under your signature. Your petition cannot be processed without this information. Also, make sure to include your TELEPHONE NUMBER and RACE.

3. Enter your complete address on Page Two and inform the Parole Board if it changes.

4. Please list all of your convictions. If you require more space, you may attach an additional page.

5. When completed, send the application to:
Indiana Parole Board
Attn: Administrative Assistant
402 West Washington Street, Room W466
Indianapolis, IN 46204

6. To be eligible for a pardon, you must be five years removed from the completion of your sentence. Parole and probation are considered as part of your sentence.

7. The Governor of Indiana can only pardon you for crimes committed in Indiana.

8. Please submit several reference letters from members of the community who have knowledge of your character and reputation, etc. These letters should be sent to the aforementioned Parole Board address. This will allow the Board to properly evaluate the merits of your pardon application.

9. When the petition is received, a parole agent will be assigned to conduct a community investigation. The community investigation must be completed before you can be scheduled for a hearing.

10. When the community investigation report and letters of recommendation are received by the Parole Board, you will be notified of your hearing date. The Parole Board will review your case and will make a non-binding recommendation to the Governor to either deny or grant your pardon.

11. You will be notified of the Governor's decision on your case via a letter from the Indiana Parole Board.

12. If a pardon is granted, be advised that you will continue to have a criminal history. Also, be advised that some jurisdictions and governmental agencies may not recognize the pardon and that they may continue to deny certain privileges and rights because of your conviction(s).

13. None of the above should be construed as limiting the constitutional power of the Governor to grant pardons, reprieves, commutations, or remissions of fines and forfeitures.

NOTE: Please obtain a certified copy of your conviction(s) either from the court that you were convicted in or from the Criminal Records Division of the Indiana State Police.

ATTENTION OUT-OF-STATE RESIDENTS: Please obtain a copy of your Bureau of Motor Vehicles Record and a certified copy of your criminal history from the state in which you reside.

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-defendents *(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

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.

PETITION FOR CLEMENCY

State Form 1213 (R6 / 4-97)

Name of petitioner	DOC number

The records in this series are Confidential according to IC 11-8-5-1 *et seq.* and 210 IAC 1-6-2.

The Parole Board meets monthly to examine the merits of Petitions for Clemency. The Board reports to the Governor its conclusions and recommendations in each case considered. By terms of the Indiana Constitution, only the Governor can grant clemency, except in cases of treason or impeachment, for which authority resides with the General Assembly.

APPLYING FOR CLEMENCY

(a) Four months are usually required after receipt of eligible petitions before they can be considered at a hearing. This will allow adequate time to schedule appearances and to prepare necessary background information.

(b) Each petitioner for clemency will be advised when and where appearances will be held and the final action taken on the petition by the Governor.

(c) All petitions will be filed on forms provided by the Board.

ELIGIBILITY FOR CONSIDERATION

(a) Petitions of offenders sentenced under IC 35-50 ("New Code") and who have been sentenced to a period of time in excess of ten (10) years, may be considered after the offender has served one-third (1/3) of or 20 years, whichever comes first.

(b) Petitions of offenders serving life sentences ("Old Code") may be considered after the offender has served ten (10) years.

(c) A petition that is denied may be considered after one (1) year, upon request of the offender, if the sentence is sixty (60) years or less; after two (2) years, if the sentence is a single life sentence or greater than sixty (60) years; and after five (5) years, if the sentence is more than one life sentence.

(d) For purposes of clemency, the "sentence" is the maximum amount of time the offender could possibly be incarcerated and is not diminished by reason of credit time or good time earned.

(e) The "sentence" is calculated by totaling the number of years of consecutive sentences or consecutive parts of sentences when sentences overlap.

(f) For purposes of clemency, the amount of time that has been served on a sentence is determined without regard to credit time or good time that has been earned either prior to or following sentencing. Credit for time served prior to sentencing ("jail time credit") shall be counted toward the amount of time served on a sentence to the extent that it reflects the actual number of days incarcerated prior to sentencing.

(g) Offenders, who have served their minimum sentence and are eligible for parole consideration, are not eligible for clemency consideration.

(h) No petition will be considered if the offender does not have a clear institutional record for twelve (12) months immediately preceding the hearing. An offender does not have a clear institutional record if the record shows a conviction of a major violation or two (2) or more minor violations.

(i) No petition will be considered unless the offender has at least one (1) year remaining to be served from the date of his clemency hearing before the Board and his projected release date.

CONSIDERATION OF PETITION AND RECOMMENDATIONS

(a) The statements of the trial judge and the trial prosecuting attorney must be included in the petition for clemency. If either the trial judge or the trial prosecuting attorney is deceased or otherwise unavailable, then a statement from the successor(s) in office will be accepted. If either or both parties decline making a statement, this fact shall be recorded in the petition along with the name and office of the person(s) contacted to make a statement.

(b) An investigation of the attitudes and opinions of the community in which the crime occurred, of the victim or of the relatives and friends of the victim, or of the friends of the offender may be required by the Parole Board prior to making its recommendation to the Governor.

(c) A report of the offender's medical, psychological and psychiatric condition and history may be required by the Parole Board prior to making its recommendation to the Governor.

(d) In making its recommendation to the Governor, the Parole Board shall consider:

(1) the nature and circumstances of the crime for which the offender is committed, and the offender's participation in that crime;

(2) the offender's prior criminal record;

(3) the offender's conduct and attitude during commitment, and;

(4) the best interests of society.

(e) In making its recommendation to the Governor, the Parole Board may consider:

(1) the offender's previous social history;

(2) the offender's employment during committment;

(3) the offender's education and vocational training both before and during commitment;

(4) the offender's age at the time of committing the offense and his age and level of maturity at the time of the clemency appearance;

(5) the offender's medical condition and history;

(6) the offender's psychological and psychiatric condition and history;

(7) the offender's employment history prior to committment;

(8) the relationship between the offender and the victim of the crime;

(9) the offender's economic condition and history;

(10) the offender's previous parole or probation experiences;

(11) the offender's participation in the substance abuse programs;

(12) the attitudes and opinions of the community in which the crime occurred, including those of law enforcement officials;

(13) the attitudes and opinions of the victim of the crime, or the relatives of the victim;

(14) the attitudes and opinions of the friends and relatives of the offender;

(15) any other matter reflecting upon the likelihood that the offender, if released upon parole, is able to and will fulfill the obligations of a law abiding citizen;

(16) the offender's proposed places of employment and of residence where he is to be released on parole.

(f) When hearings are held, interested persons may attend and testify by prior appointment.