

Dannel P. Malloy
Governor

STATE OF CONNECTICUT

Telephone
(203) 805-6605

Erika Tindill
Chair



Fax
(203) 805-6652

BOARD OF PARDONS AND PAROLES

55 West Main Street - Waterbury, CT 06702

Dear Pardon Applicant:

Connecticut is unique among other states, in that the power to grant pardons is vested in the Board of Pardons and Paroles. The Governor of the state of Connecticut does not have the power to grant pardons. Our state is one of a very few, that may grant eligible and deserving applicants a full pardon, which completely erases a criminal record. A full pardon if granted, can give you an opportunity to reinvent yourself and fully participate in society, without the stigma of a criminal history. The Pardons Board is also empowered to grant provisional pardons to those who are not yet eligible or suitable for a full pardon, but who are clearly on the path to rehabilitation and are in need of obtaining employment or licensure.

I and the other members of the Pardons Board, expect that you, in applying for a pardon, will be demonstrating to the Board and to the people of Connecticut, that you are fully committed to reversing the harm that you caused to your community and any victims, when you chose to commit your offenses.

In considering whether or not to grant you a pardon, the Pardons Board will consider several factors. The primary factor is your eligibility. However, just because you are eligible to apply, does not mean that you are suitable for being granted a pardon of any kind. Establishing your suitability is very important. Before even applying for a pardon, you should ask yourself several questions. Some examples of questions to consider are the following:

- Are you being a productive, contributing, and law-abiding member of your community?
- Are you doing your absolute best to honestly provide for your family?
- Are you furthering your education?
- Are members of your community willing to support your application for pardon?
- Do you deserve to have your crimes legally forgiven or erased as if they never happened?
- Are the victim(s) of your crime(s) willing to support your pardon request?
- Does the interest of crime victims outweigh your expression of genuine remorse and full acceptance of responsibility for your crimes?
- Have you come to the realization that you are fully responsible for the crimes that you committed?
- Are you willing and able to express genuine remorse for your past actions?
- Will you be able to live and remain crime free for the rest of your life?
- Has enough or a reasonable amount of time gone by since your last conviction?

These self-searching questions are just some of the factors which may make you appropriate for pardon consideration. If you can honestly respond affirmatively to each and every one of them, you are steps closer to being a good candidate for a provisional or full pardon. I hope you are applying for a pardon not simply because you are eligible to do so, but because you are a changed person and your activities since the completion of your sentence, merit serious consideration.

Good luck with your application! A full pardon, if granted, is a once in a lifetime opportunity and should not be taken lightly. If you are fortunate enough to be granted a full pardon, your continuing to live a crime-free existence, long after the pardon is granted, will be a positive beacon for those pardon applicants who come after you. I wish you the best in your future endeavors.

Sincerely,

A handwritten signature in cursive script that reads "Erika Tindill".

Erika Tindill, Esq.
Chair

HOW TO PREPARE AND SUBMIT THIS PARDON APPLICATION

1. Determine if you are eligible for a pardon. (See '**INSTRUCTIONS FOR COMPLETING A FULL OR PROVISIONAL PARDON APPLICATION**').
2. Read the **Frequently Asked Questions section** (either online at <http://www.ct.gov/doc/lib/doc/pdf/PardonFAQ.pdf> or attached to this application).
3. Follow the instructions in the – '**Documents Needed to Complete the Pardon Application**' pages.
4. Complete the pardons application.
 - a. The **Background Investigation Authorization** form (see **page 10** of the 'Application for a Connecticut Full or Provisional Pardon') **must be signed and notarized** by a Notary Public.
 - b. A minimum of three (3) reference questionnaire forms must be completed by the person making a character reference for you. **Only one reference may come from a family member who is related to you by blood or marriage.** References can attach a sheet to the questionnaire form as long as they indicate that they understand that you are applying for a pardon and they list all of the crimes for which you have been convicted.
 - c. If you are currently on probation and only applying for a provisional pardon, a **Supervising Officer Questionnaire** must be completed (by the Office of Adult Probation) and attached.
 - d. Attach a photocopy of your current driver's license or state identification card. **Notify the Pardons Board of any address or telephone number changes immediately.**
 - e. Attach any other documentation you wish to include for the Pardons Board to consider (Ex: certificates, resumes, evaluations, etc.)
 - f. Attach proof of either employment or your source(s) of income (E.g. unemployment, disability payments, most recent W-2 form, letter/s from source of financial support, etc.)

Send the original documents to: **Board of Pardons and Paroles**
Attn: Pardons Unit
55 West Main Street, Suite 520
Waterbury, CT 06702

Applications are processed continuously on a first-come, first-served basis. Due to the high volume of applications, **applications will not be accepted in person.** Make and keep a copy of the application and all documents for your personal records. Applications and supporting documentation ***will not*** be returned to you.

If you would like to confirm that your application has been received, use Certified Mail, Return Receipt Requested. The Pardons Board is not responsible for applications that are lost.

INSTRUCTIONS FOR COMPLETING A FULL OR PROVISIONAL PARDON APPLICATION

ELIGIBILITY:

This application is for people who are not currently on any form of supervision (i.e. probation or parole) and who are applying for a pardon.

If you are currently incarcerated, on probation, or on any form of parole and you are seeking a full pardon (the expunging of your record), or commutation of your sentence, please use the "**Application for Clemency by Current Offender**" form. You can get this form at www.ct.gov/doc/bopp, by sending a request to your Correctional Counselor, or by calling the Pardons Unit at the Board of Pardons and Parole at (203) 805-6643.

You can apply for the following types of pardons using this application:

1. **Full Pardon:** You may apply to the Pardons Board for a full pardon, which is an absolute erasure of your criminal record **three (3) years after the date of disposition of your most recent misdemeanor conviction** and **five (5) years after the date of disposition of your most recent felony conviction**.

You cannot apply for erasure of one offense and not another. Only your entire criminal history will be considered for a full pardon.

2. **Provisional Pardon:** A provisional pardon is for employment and licensing purposes only. A provisional pardon *does not* erase your criminal history. You may apply for a provisional pardon at any time after being convicted.

If you are currently under any form of supervision you are also required to submit a **Supervising Officer Questionnaire**, completed by your current Parole/Probation Officer. You can get this questionnaire at www.ct.gov/doc/bopp, or by calling the Pardons Unit at the Board of Pardons and Parole at (203) 805-6643.

If you are applying for a full pardon, your application will also be considered for a provisional pardon.

DOCUMENTS NEEDED TO COMPLETE THE PARDON APPLICATION

It is important that complete and accurate documents be provided when the application is submitted to the Pardons Board.

Step 1:

1. Fill out the attached **Criminal History Request (Pardon)** form (*DPS-0846-C-2*)
2. Mail or bring the form to the **DESPP-Division of State Police, Bureau of Identification, 1111 Country Club Road, Middletown, CT 06457-2389; telephone (860) 685-8480.**

You must submit a complete set of fingerprints with the form, along with a **\$50 check or money** order payable to "**Treasurer-State of CT**". You can obtain your fingerprints from any local police department (ask the police to use the green DPS 125c form or its local equivalent), or at the DESPP-Division of State Police, Bureau of Identification for an additional **\$15** fee. DESPP may use an electronic fingerprint system (AFIS), in place of the fingerprint card, if you have the fingerprints taken at their Middletown facility.

Even if you drop the **Criminal History Request (Pardon)** form off in person, the criminal history will still be mailed to your address. **DO NOT MAIL THE FORM OR THE FEE TO THE BOARD OF PARDONS AND PAROLES.**

DO NOT SEND YOUR ENTIRE PARDON APPLICATION TO THE STATE POLICE!

IMPORTANT NOTE: The *only* criminal history report that is valid for a pardons application is the one that says "**Pardons**" at the top. Criminal history reports produced by the Division of the State Police for purposes *other than pardons* are **not valid for pardons processing.**

Step 2:

1. Obtain a copy of the police report(s) for any arrest that resulted in a conviction that has occurred within the last ten (10) years. If the arrest was more than ten (10) years ago, you are not required to obtain a report

DOCUMENTS NEEDED TO COMPLETE THE PARDON APPLICATION, cont.

2. If no police report is available for an arrest that was less than ten (10) years ago, get a letter from the arresting police department stating that no report(s) exists.

You may find the arresting department's name and police case number on the criminal history sheet supplied by the State Police. The fee for copies varies by police department.

Step 3:

1. If you have ever served a period of probation, you **must** obtain a letter from the office of Adult Probation that supervised you, indicating the date on which you discharged from any period or periods of probation and the status of your discharge (i.e. probation was successful or unsuccessful).

IMPORTANT NOTE: If you do not disclose a conviction in your application and it is later discovered by the Pardons Board, after you have been granted a pardon, your pardon may be revoked and you may be prosecuted for perjury.

The State Police may not have every criminal conviction. If you were convicted of crimes that are not listed on the criminal history sheet, please explain those convictions in your application. You are not required to obtain the official criminal record(s) for out of state convictions, but you must mention those convictions in your application.

The criminal history you submit cannot be more than a year old. Some motor vehicle convictions will affect your criminal record. This is especially true of Reckless Driving, DUI and DWI type offenses.

See the **Frequently Asked Question Regarding the Pardons Process** section (www.ct.gov/doc/bopp or attached to your application) for more information.

'Frequently Asked Questions' about Pardons in Connecticut

1. What types of pardons are available?

There are three types of pardons. A Full Pardon, Conditional Pardon and a Provisional Pardon:

- A **FULL Pardon** (also known as an expungement), if granted, results in complete erasure of your official criminal record. You may apply to the Pardons Board for a full pardon three (3) years after the date of the disposition of your most recent misdemeanor conviction and/or five (5) years after the date of the disposition of your most recent felony conviction.
- The Pardons Board may grant a **Conditional Pardon**. Conditional Pardons are full pardons (i.e. your official criminal record is erased), except that the Board has attached a condition to the pardon. The person to whom a Conditional Pardon is granted *must* abide by the condition attached to the pardon. Failure to abide by the condition attached to a Conditional Pardon may result in the pardon being revoked.
- A **Provisional Pardon** indicates that the applicant is employable, making it illegal for an employer or prospective employer to deny employment based on the applicant's criminal record alone. A provisional pardon also indicates that a person is suitable to hold certain types of licenses. A provisional pardon does not expunge the conviction/s from your record. Persons granted a 'Provisional Pardon' will receive a **'Certificate of Employability'** from the Pardons Board.

2. Am I eligible for a pardon?

That depends on how much time has passed since the conviction date for the offense you are asking to be pardoned for. For a full pardon, you are eligible to apply five (5) years from the date of conviction for a felony and three (3) years from the date of conviction for a misdemeanor.

To apply for a pardon for charges you were convicted of in Connecticut, you cannot have any pending charges or other open cases in any other jurisdiction (state or federal).

3. What about cases or charges that were 'nolled'?

If you have a case that was "nolled", you are not eligible to apply for any type of pardon until the nolle has cleared. A nolle generally remains for a period of thirteen months after the date of disposition by the court.

4. How can I get a pardon application?

You can download an application from the Board of Pardons and Paroles website - www.ct.gov/doc/bopp. Public libraries and job centers have computers with internet access for use by the public. If you do not have access to the internet, you can call the Pardons Unit of the Board of Pardons and Paroles' at **(203) 805-6643** for assistance.

5. Is there a deadline date to apply?

No, there is no deadline. Pardons applications are processed on a first-come, first served basis continuously throughout the year.

6. How long does the entire Pardons process take?

The entire process takes approximately twelve months. The Pardons Board, State Police, the Probation Department, and the Judicial Branch all have to review the criminal record of the applicant to ensure that all convictions are considered and erased as required, if a pardon is granted.

You should receive a letter from the Board about four (4) months after submitting a complete application. The letter is generated once the Board has reviewed your application at a Pre-screen session. The letter will tell you if you have been granted a hearing or if the Board has denied your application or if the Board has granted you a Provisional Pardon. If you are granted a Provisional Pardon, you will receive a notification letter and '**Certificate of Employability**' in the same mailing.

7. What is on my Connecticut State Police (SPBI) Criminal History Report?

The State Police criminal history report lists most of the convictions obtained in the state of Connecticut. It does not list out-of-state or federal charges. There may be other convictions that are not listed on the State Police criminal history report. Some

examples are: certain Driving Under the Influence (DUI), Driving While Intoxicated (DWI) and Reckless Driving offenses. Also, some non-fingerprinted convictions may not be on the criminal history sheet. The applicant is responsible for identifying and listing *all* of their previous convictions.

If all of your convictions are not listed on the State Police criminal history report, you should contact:

- a) The Court where you were convicted.
- b) The Probation Department (If you were ever on probation).
- c) The local Police Department/s in the town where you were arrested.
- d) The Department of Motor Vehicles (for driving offense records).
- e) Judicial Records Center (For older convictions no longer kept by the local court).
- f) In some cases, the Department of Correction may be able to supply old conviction history that resulted in a term of incarceration.
- g) Use your memory to help list the missing conviction information.

8. I cannot remember the date of my crime or the details. What should I put on my application form?

You must list all of the offenses that you have been convicted of in any jurisdiction, with explanations. Failure to list and explain every conviction may result in a denial of your application. The Board may deny the application due to the omissions.

9. Why do I have to pay a fee to the State Police? What is DESPP?

The Pardons Board does not currently charge a fee to apply for a pardon. However, you must pay the State Police for processing your criminal records check. Payment is made with a certified check or money order, made to the **Treasurer, State of Connecticut**. State Police will mail your criminal history sheet directly to you. The Board of Pardons and Paroles does not determine the fee that the State Police charges for their criminal history reports.

Note that the name of the Connecticut State Police Department has been changed to: **Department of Emergency Services and Public Protection (DESPP)**

10. Do I need to get all the police incident reports if I have multiple offenses that resulted in convictions?

Yes, a police incident report must be submitted for each Connecticut offense that resulted in a conviction, if the arrest occurred within the last ten years. The **police incident report** is **not** the same document as the **State Police criminal history report**.

11. Does the Board have to know about misdemeanors, violations and infractions?

Yes, you have to list every offense you have been convicted of in any jurisdiction in Connecticut, including felonies, misdemeanors and violations. Infractions and some motor vehicle violations are generally not taken into consideration because convictions for infractions and some motor vehicle violations, normally do not give rise to the types of disabilities or legal disadvantages, which result from a conviction for a criminal offense. Infractions and violations are offenses, but they are not considered to be 'crimes' under state law. The Board will consider your entire offense history as part of its assessment in determining your suitability for a pardon.

12. Do I need to complete the fingerprint card to get my criminal history from the State Police? I have a background check from my previous employer.

Yes, you need to complete a finger print card and present it to the State Police, with the fee, and Criminal History Request form (DPS-0846-C-2), in order to get your criminal history report. You must submit fingerprints every time you request a new criminal history report for pardons. Background checks from previous employers will not be accepted as a substitute for the document from the State Police.

13. When I reapply do I have to use new references?

You may use the same references, but you must have them fill out a new reference questionnaire form.

14. Can I be sent a copy of my old application for resubmission to the Board, if I am reapplying for a pardon?

You must complete a new application for the Board to review.

**15. Do I need an attorney or other legal representation to apply for a pardon?
Does having such representation improve my chances of getting a pardon?**

You do not need a lawyer or any other representation to apply for a pardon. Having a lawyer will not accelerate the review of your application, nor will the application be treated differently. All pardons applications, regardless of whether an applicant has an attorney, are processed in the same manner.

16. What happens to my pending court case while I am applying for a pardon?

If you have pending cases, the Pardons Board will not review your application nor grant you a hearing.

17. How many hearings are there per year?

There are currently eight hearings per year. Before each hearing, there is a pre-screen session at which the Board reviews all of the cases submitted for pardon consideration for that particular hearing session. Pre-screen sessions are not open to the public. Hearing sessions are open to the public.

18. Why does the process take so long?

The granting of a pardon is an act of grace and mercy and is taken seriously. It is a thoughtful and deliberative process where many different things are considered. The process takes up to a year because of the large number of applications received by the Pardons Board each month. The record checks that need to be completed and the sheer logistics involved in clearing a person's criminal history contribute to the length of the process.

19. Will I have to appear at the hearing?

Yes, the Board may require your presence at the Hearing. You will be notified by letter of the Board's requirements regarding appearances. You may be required to appear even if you do not currently live in Connecticut.

20. How does the Board decide who does or does not get a pardon?

The Pardons Board has the discretion to grant or deny any pardon application at any time. The Board decides whether or not to grant a pardon, based on – among other things - the rehabilitation of the offender applicant, the severity of the offense, the impact on the victim and the victim’s input, past criminal history and how much time has passed since the commission of the most recent offense, and whether the public interest is served by erasing a criminal record or granting a provisional pardon. The State’s Attorney’s opinion is also taken into consideration. The Board will also consider what the individual has accomplished since the most recent offense. The Board considers the individuals work history; subsequent contact with the criminal justice system, and character references. Community service is also taken into consideration. The Board may consider any other pertinent information available in deciding whether to grant or deny a pardon.

21. If I am denied because not enough time has passed, then how much time is enough time?

Regardless of eligibility criteria, three (3) years for misdemeanor and five (5) years for a felony, if the Board determines that you are not suitable for a pardon, your application will be denied.

22. If I get denied then what are my chances the next time I apply?

Your chances each time you apply are based on your eligibility and suitability (i.e. whether or not you should have your offenses “excused” so you can work or retain a license, or whether you should have your criminal record erased.

23. If I am denied, what can I do to guarantee that my pardon will be granted in the future?

There is no guarantee that a pardon will be granted.

24. If I am denied a pardon, do I have to wait an entire year from the hearing date to re-apply for a pardon?

Generally, you must wait one (1) year from the date of denial before you can reapply. The Board may, at its discretion, specify a longer waiting period. If denied, you will receive a denial letter that will tell you when you can reapply and the reasons for the denial.

25. If I am granted a pardon, will my application be destroyed?

Your application will remain on file with the Pardons Board. If you are granted a full pardon, the offense(s) will be expunged (erased) from the criminal record database.

STATE OF CONNECTICUT



BOARD OF PARDONS & PAROLES
55 West Main Street - Waterbury, CT 06702

APPLICATION FOR A CONNECTICUT FULL or PROVISIONAL PARDON

Please type or print legibly in ink the answers to the following questions. Each question **must** be answered fully, truthfully, and accurately. **Any omission or falsification will constitute grounds for denial or revocation.**

SECTION 1: Applicant Information:			
Last Name	First Name	Middle Name	
<input type="checkbox"/> Provisional Pardon Consideration: Check this box if you are only eligible for a provisional pardon. Any applicant, who is eligible for a Full Pardon, will automatically be considered for a Provisional Pardon. For more information about Provisional Pardons, please see ' Instructions for Completing a Full or Provisional Pardon Application ' and the ' Frequently Asked Questions ' link on the Board's website.			
Date of Birth:	SSN:	Place of Birth:	Gender:
ADDRESS (Number and Street):			Apt Number/ Floor/ Suite
CITY:		STATE:	Zip Code:
HOME PHONE NUMBER: () -		BUSINESS PHONE NUMBER: () -	EXTENSION:
CELLULAR PHONE NUMBER: () -		E-MAIL ADDRESS:	
Do you have a driver's license: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, issuing state: License Number:	

SECTION 2: Family Information		
Please list all members of your household below:		
Name:	Age:	Relationship:
1.		
2.		
3.		
4.		

How long have you lived at your current address?			
Current Marital Status:	<input type="checkbox"/> Single	<input type="checkbox"/> Divorced	<input type="checkbox"/> Widow
	<input type="checkbox"/> Married	<input type="checkbox"/> Separated	<input type="checkbox"/> Widower
<input type="checkbox"/> Civil Union	Current Spouse / Partner's Name		Current Address (if different from your current address)
			Current Phone Number
How many children do you have?			
Are you current with all court ordered child support (if applicable)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Not applicable			
If you answered no, what is the reason for your failure to pay? Describe any agreement you have made to satisfy your payment obligation:			

SECTION 3: Other Names
State every other name by which you have been known, including the reason for your use of another name, and the dates during which you used the name(s) (i.e. include your maiden name, former married name, aliases, and nicknames):
1.
2.
3.

SECTION 4: Previous Application History
Have you applied for pardon in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please state the month(s) and year(s) you applied:
Was a pardon granted? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, type of Pardon granted:
The reason(s) for denial and date the Board suggested you reapply:

SECTION 5: Citizenship Information:
Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what is your country of citizenship?

SECTION 6: Pistol Permit Restoration:
Are you requesting a pardon in order to restore your right to obtain a pistol permit? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain why you are seeking a permit to carry a handgun:

SECTION 7: Educational Background:

Check the highest grade completed:

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12
<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 15	<input type="checkbox"/> 16	<input type="checkbox"/> 17	<input type="checkbox"/> 18	<input type="checkbox"/> 19	<input type="checkbox"/> 20	<input type="checkbox"/> 21	<input type="checkbox"/> 22	<input type="checkbox"/> 23	<input type="checkbox"/> 24+

List any educational or other special training you have received or are currently attending. Include the school name, dates attended, degrees received, and any honors achieved. If you attended training, note the type of training and agency that provided the training. **You should attach a copy of any certificates, diplomas or transcripts received to the application.**

SECTION 8: Military Record:

Were you ever in any branch of the U.S. Armed Forces? Yes No

If you answered yes, please answer the following:

Branch of service:	Date of entry:	Date of Discharge:
Did you serve in the National Guard? <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of Discharge:	Rank at Discharge:

Attach a copy of your separation papers (Form DD-214) or your military ID (DD Form 2) if you are currently on active duty.

SECTION 9: CRIMINAL HISTORY

Have you ever been incarcerated in Connecticut? Yes No Inmate Number (if known):

--	--

Do you currently have any pending criminal charges, either federal or state? Yes No *If yes, list the pending criminal charges, the arresting agency, and the court in which the case is pending. If you need more space, attach an additional page.*

SECTION 9: CRIMINAL HISTORY

All convictions for which you are seeking a pardon must be listed. Any willful omission will be considered falsification and grounds for denial of your application. You should rely on your memory *in addition* to the official criminal record that was obtained from the State Police. If needed, check with these agencies for additional records (Probation, convicting Courts, local Police departments and DMV). If you are uncertain about any convictions, write a statement explaining that you cannot remember the exact dates and charges or the circumstances. This statement may prevent your application from being denied for falsification.

--

SECTION 10: Employment History

List your last three (3) employers. Start with your present employer and work backwards. For each period you were unemployed, give the dates and reason. **Attach a current pay stub or W-2 form to verify your present employment.**

Official job title (start with current or most recent job)		Company Name		Type of business	
Title and name of immediate supervisor		Dept. where assigned		Business phone number () -	
Employed from (mo.) (yr.)	To: (mo.) (yr.)	Total (years. mos.)	Hours worked per week	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Business address			Reason for leaving		

▪ **Reason for gap in employment (if any):**

Official job title		Company name		Type of business	
Title and name of immediate supervisor		Dept. where assigned		Business phone number () -	
Employed From (mo.) (yr.)	To: (mo.) (yr.)	Total (years. mos.)	Hours worked per week	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Business' full address			Reason for Leaving		

▪ **Reason for gap in employment (if any):**

Official job title		Company name		Type of business	
Title and name of immediate supervisor		Dept. where assigned		Business phone number () -	
Employed From (mo.) (yr.)	To: (mo.) (yr.)	Total (years. mos.)	Hours worked per week	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Business full address			Reason for leaving		

Employment Desired:

If you are applying for a provisional pardon or requesting a full pardon for employment purposes, what type of employment are you seeking?

SECTION 11: Substance Abuse and Treatment Information:

Have you ever been addicted to or abused alcohol, or any other type of drug? Yes No

If yes, describe the type of alcohol/drug abuse and dates of the addiction or abuse:

Have you ever sought or participated in counseling, treatment, or a rehabilitation program for alcohol or other drug abuse (i.e. AA, NA, 12 Step Programs, etc.)? Yes No

If yes, specify the dates of treatment or counseling, and provide the full name, address, and telephone number of the treatment facility and of the doctor, counselor, or other treatment provider. Indicate whether you completed the treatment program and the description of help received Attach any certificates or proof of participation to the end of this package.

Are there any other types of treatment in which you have participated? Yes No

If yes, specify the dates of treatment or counseling, and provide the full name, address, and telephone number of the treatment facility and of the doctor, counselor, or other treatment provider. Indicate whether you completed the program and whether you believe you benefitted from the treatment received. Attach any certificates or proof of participation.

Background Investigation Authorization:

This is to certify that I have applied for a pardon with the Connecticut Board of Pardons and Paroles and have completed this application fully, truthfully, and accurately. I acknowledge that an investigation will be conducted.

In consideration for the processing of my application, I, _____, formerly known as _____, do hereby agree to the following:

WAIVER OF LIABILITY AND INFORMATION TO BE RELEASED:

Having made application to the Connecticut Board of Pardons and Paroles for a pardon, I would like a panel of the Pardons Board to consider it an accurate reflection of my criminal history, record and character, I authorize the release of any and all information, verbal and/or written, which includes but is not limited to, information related to current or previous employment, personnel records, criminal records, educational records, any investigative records, credit records, tax or bank records, correctional records, sealed records, confidential records or information previously agreed to be withheld, opinions of my character or conduct, and any and all information that a person or entity may have concerning me, and I agree to hold all entities and persons from any liability arising out of the furnishing of said information. I understand that I may be required to complete an additional authorization form allowing the Board to obtain any relevant medical records or mental health records.

INFORMATION TO BE RELEASED FROM:

Any person or entity who may have knowledge of the above named individual, including but not limited to friends, family members, neighbors, acquaintances, co-workers, businesses, previous or current employers, any law enforcement or correctional facility or agency, any credit reporting bureau, any educational facility or institution, any financial institution, or any other person or entity deemed relevant by the Pardons Board or officer conducting the background investigation incident to my application for a pardon, may furnish said information.

INFORMATION TO BE RELEASED TO:

The Connecticut Board of Pardons and Paroles or its designated agent.

PURPOSE OF RELEASE:

I, the above named applicant, have requested a pardon from the Connecticut Board of Pardons and Paroles. The members of the pardons panel may consider a wide range of factors including my character, conduct, criminal record, mental or medical health status and any other significant history about me incident to my application for a pardon. **I understand that my authorization under this Waiver and Liability Release is voluntary and that I may refuse to sign this document.** I understand that I am not entitled to receive or examine, review or otherwise discover the contents of the information gathered or disclosed in the course of the investigation incident to my application for pardon. I understand that if I refuse to sign this authorization document, my application for pardon will not be considered. I understand that information gathered may become public record if the subject application is brought for consideration at a meeting before the Pardons Board. I understand that I may revoke this authorization under this Waiver and Liability Release at any time by notifying the Pardons Board in writing at 55 West Main St, Waterbury, CT 06702, except to the extent that action has taken place in reliance on this authorization document. I understand that any such revocation of authorization will result in the termination of any pardons investigation or termination of further consideration for a pardon.

NEW INFORMATION:

I certify that I have not been convicted of any other crimes in the State of Connecticut or in any other state or federal jurisdiction in addition to those offenses listed on the attached petition for a pardon. I affirm that I do not have any pending criminal actions in the State of Connecticut or in any other state or federal jurisdiction. I affirm that any police reports or official information that I have forwarded to the Pardons Board have not been altered or have any pages omitted. **I will notify the Pardons Board, in writing, of the existence of any additional criminal matters that are pending against me or of any new arrests, from the time that this affidavit is executed, to the date that a pardon certificate may be issued by the Board.**

This waiver shall apply to any right of action of any nature whatsoever, which may accrue to me, my heirs, or my personal representative(s). Copies of this authorization, with my signature, are deemed to be as valid as the original release, signed by me. This authorization is valid for three (3) years from the date signed.

Dated this _____ day of _____, 20__

Applicant's Signature

Subscribed and Sworn before me this _____ day of _____, 20__

Signature of Notary or Commissioner of Superior Court
My Commission Expires on: _____

(Notary Seal)

STATISTICAL and RESEARCH INFORMATION SHEET

This section is optional and will be used for research and statistical purposes only.

NOTE: This section will not be given to any Board members.

Contact Information:
Full Name:
Phone Number:
Address:
Email Address:

RACE / ETHNIC DATA
<input type="checkbox"/> BLACK (not of Hispanic Origin): Persons having origins in any of the black racial groups of Africa.
<input type="checkbox"/> HISPANIC: Persons of Mexican, Puerto Rican, Central or South American or other Spanish culture or origin, regardless of race.
<input type="checkbox"/> WHITE (not of Hispanic Origin): Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
<input type="checkbox"/> AMERICAN INDIAN OR ALASKAN NATIVE: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
<input type="checkbox"/> ASIAN OR PACIFIC ISLANDER: Persons having origins in any of the original peoples of the Far East, Southeast Asia the Indian subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
<input type="checkbox"/> OTHER: (Please Specify) -

Future Studies:
May we contact you in the future for data collection purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No



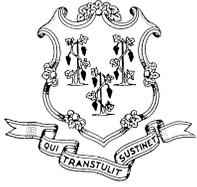
STATE OF CONNECTICUT
BOARD OF PARDONS AND PAROLES
55 West Main Street - Waterbury, CT 06702
Pardon Reference Questionnaire



The following three pages are reference questionnaire forms.

Have at least three people who are familiar with your character completely fill out the questionnaires and return it to you. *Only one reference may come from a family member who is related by blood or marriage.* References can attach a letter to the questionnaire form as long as they indicate that they understand that you are applying for a pardon and they list all of the crimes for which you have been convicted.

NOTE: All of the crimes for which you are seeking a pardon must be listed on *all* of the submitted reference questionnaire forms or letters. If you fail to do this, the reference form/s may be returned to you for proper completion before further processing of your application.



**STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES &
PUBLIC PROTECTION
DIVISION OF STATE POLICE
BUREAU OF IDENTIFICATION**



CRIMINAL HISTORY REQUEST (PARDON)

(Type or print clearly)

Date: _____

Name of Requester: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Phone Number: _____ E-mail _____

- 1) Fill in form completely
- 2) Enclose a **\$50.00** dollar check or money order payable to: **Treasurer-State of CT**
- 3) Enclose a **complete set of fingerprints** for Positive Identification

Mail request with check or money order to: **DESPP-Division of State Police
Bureau of Identification
1111 Country Club Road
Middletown, CT 06457-2389**

Subjects First Name	MI	Last Name	Date of Birth
---------------------	----	-----------	---------------

Please list any maiden names, alias names, or alias dates of birth used:
