



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF CORRECTIONS  
LANSING

PATRICIA L. CARUSO  
DIRECTOR

## OFFICE OF THE PAROLE & COMMUTATION BOARD

Attached is the Application for Pardon or Commutation -- Current Michigan Prisoner you requested. If you choose to apply for a pardon or commutation, you should complete this application **and submit one copy of it and any supporting documentation to the Office of the Parole & Commutation Board (OPCB).**

As required by Michigan law, upon review of the application packet, the Parole & Commutation Board (the Board) will determine if the application has "merit" and take one of the following actions:

1. If the Board determines that the application **has merit**, the Judge and Prosecutor in the sentencing county will be asked for their position on the application. If neither objects to the application, a public hearing on the application will be held. After the public hearing, the Board will send the application, a transcript of the public hearing and its determination of merit to the Governor's Office for a final decision.
2. If the Board determines that the application **does not have merit**, the Board will send the application and its determination of no merit directly to the Governor's Office for a final decision.

In accordance with Administrative Rule 791.7760(2), the Board will accept an application only one time every two years. The Governor's Office will notify the applicant once a final decision has been made.

Sincerely,

MICHIGAN PAROLE & COMMUTATION BOARD

Pardons and Commutations Coordinator

Attachments

## **DIRECTIONS FOR FILING AN APPLICATION FOR PARDON OR COMMUTATION OF SENTENCE**

1. A pardon or a commutation of sentence is a matter of clemency – it is not a right. Please understand what it is you are requesting:

**Pardon** – The Governor uses his or her executive clemency powers to forgive a person convicted of a crime. A pardon removes the conviction and the associated penalty from the books.

**Commutation of Sentence** – The Governor uses his or her executive clemency powers to reduce a criminal sentence. This is not the same as a pardon, which wipes out the conviction.

2. The Parole and Commutation Board (PCB) is not required to act upon an application which is substantially identical to one that was previously denied within the last two years. The two year time period is measured from the date the previous application was received at the Office of the PCB. If you file a substantially identical application within that time period, it will be returned to you.
3. Respond to every question. Be sure to list every crime for which you are requesting clemency. Be specific, detailed, and most important – be accurate. Be direct in your answers, but give enough information for the PCB to understand your case. Type or print each response so that it is clearly understandable and legible. If there is not enough room on the form for your answers, you may attach additional sheets to complete your answer. If you do so, be sure to identify the question(s) you are answering on the attached sheets.
4. If your answers are incomplete, unclear, or unresponsive to the question asked, the application will be returned to you to properly complete and resubmit. This will delay consideration, so be direct, accurate, and complete in your answers.
5. When responding to question no. 3, give the **facts** of the crime and clearly describe the extent of your participation or your role in the offense.
6. Your answers to question no. 4 and no.5 should demonstrate to the PCB what insight you have gained into your past criminal mindset and behavior. Your answers should explain how you have changed and what you have accomplished during your incarceration to bring about that change. Clearly describe why you are not a risk to the community. If you are requesting clemency due to a **serious** health issue, identify your diagnosis, prognosis, and the manner in which the condition is debilitating or affects your daily activity.
7. Please give as much detail as possible in your answer to question no. 6. List what plans you have made for life in the community and be specific. Let the PCB know where you will live, what support systems you have, what programs you have looked into in the community, how you will support yourself, and generally what activities you will be involved in which will reduce the likelihood of future criminal behavior.
8. Additional documentation is not required but may be provided if it is relevant and clearly serves the purpose of verifying or adding additional information to your response. If you have filed prior applications with the same documents attached, please do not resubmit them. Instead, request that the PCB review the documents you submitted with a previous application and provide a document list.

**MICHIGAN DEPARTMENT OF CORRECTIONS  
OFFICE OF THE PAROLE & COMMUTATION BOARD  
APPLICATION FOR PARDON OR COMMUTATION OF SENTENCE  
(CURRENT MICHIGAN PRISONERS ONLY)**

I hereby petition, as provided by law, for a pardon or commutation of sentence for the following conviction(s) in the State of Michigan and submit the following information in support of this petition:

1. Name: \_\_\_\_\_ Number: \_\_\_\_\_ Location: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ U.S. Citizen?  Yes  NO

2. Michigan conviction(s) for which you are requesting a pardon or commutation of sentence:

Crime Title and Type (Misdemeanor or Felony)	Date	Court and Location	Judge	Sentence
1.				
2.				
3.				
4.				

3. Briefly describe the circumstances of the crime(s) for which you are requesting a pardon or commutation:

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4. Provide a brief statement explaining why you are requesting a pardon or commutation:

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5. Provide a brief statement explaining why you should be granted a pardon or commutation:

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

6. What are your home and job placement plans in the event you are released?

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

**SIGNATURE MUST BE NOTARIZED EXCEPT IF SUBMITTED BY A PRISONER**

Note: If this application is not signed by the applicant personally, it is signed by \_\_\_\_\_,  
(Name)

\_\_\_\_\_, for the following reason: \_\_\_\_\_  
(Relationship)

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

**Notary:**

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, the petitioner, \_\_\_\_\_ personally appeared before me, known to me to be the person who signed the foregoing petition, and who made an oath that he or she had read the foregoing application by him/her subscribed and knew the contents thereof to be true of his/her own knowledge, except those matters therein stated to be on information or belief, and as to those matters he/she believes to be true.

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

\_\_\_\_\_  
County State

My Commission Expires on \_\_\_\_\_

**IF SUBMITTED BY PRISONER, STAFF MUST VERIFY PRISONER'S IDENTITY BELOW**

\_\_\_\_\_  
**Staff Signature**

\_\_\_\_\_  
**Staff Title/Classification**

\_\_\_\_\_  
**Date**

**INSTRUCTIONS:**

1. Submit the application and any supporting documentation. The application must have the signature of the applicant (or the person applying for the applicant) and, unless the applicant is a prisoner, the Notary's stamp and signature.
2. Complete all items and questions fully, using additional sheets as necessary.
3. Mail the application and any supporting documentation to:  
Michigan Department of Corrections  
Office of the Parole & Commutation Board  
Pardons and Commutations Coordinator  
Post Office Box 30003  
Lansing, Michigan 48909

**MICHIGAN DEPARTMENT OF CORRECTIONS  
OFFICE OF THE PAROLE AND COMMUTATION BOARD**

**APPLICATION FOR PARDON AFTER PROBATION, PAROLE OR  
DISCHARGE**

I hereby petition the Governor, as provided by law, for a pardon for the following conviction(s) in the State of Michigan and submit the following information in support of this application:

1. Name: \_\_\_\_\_ Telephone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

Marital Status: ( ) Married ( ) Divorced ( ) Single ( ) Widowed Number of Dependents: \_\_\_\_\_

2. \* Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ U.S. Citizen: ( ) Yes ( ) No

SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Sex: ( ) Male ( ) Female Race: \_\_\_\_\_ Michigan Prison #: \_\_\_\_\_

(\* Information under question # 2 above used for identification and statistical purposes only)

3. If you have been convicted of **only one** crime in your life and you are petitioning for pardon on that crime, have you reviewed the statutory criteria (MCL 780.621- MCL 780.624)\* for seeking expungement (setting aside of the conviction) of that crime? ( ) Yes ( ) No

(\* A copy of statutes can be found on the Parole and Commutation Board website at: <http://www.michigan.gov/corrections/0,1607,7-119-1435---,00.html>)

4. If your answer to question #3 was "Yes" but you **have not** sought expungement, please follow the directions in #5 below. If you **have** sought expungement and were denied, give the reasons for the denial: \_\_\_\_\_

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

5. If your answer to question #3 was "No" please review the expungement criteria cited and, unless the date and/or nature of your conviction renders expungement inapplicable, file an Application To Set Aside Conviction in the Court where your conviction occurred. The Parole and Commutation Board will not process this **Application For Pardon After Parole Or Discharge** where expungement is available to the petitioner as an appropriate remedy.

6. State in full every other name by which you have been known, including the name under which you were convicted, the reason for your use of another name, and the dates during which you were so known (*i.e.* include your maiden name, name by a former marriage, aliases, and nicknames):

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



10. If the answer to #9 is “Yes,” list the title of the crime for each conviction, state whether it was a felony (F) or misdemeanor (M) (example: Home Invasion (F); Retail Fraud (M)), and provide the following information:

	<b>Crime Title</b> <i>(felony (F) or misdemeanor (M))</i>	<b>Sentence</b> <i>(length of jail/prison term, fine, probation, etc.)</i> <b>&amp; Date of Sentence</b>	<b>Court Name &amp; Location</b> <i>(District Ct. &amp; City or Circuit Ct. &amp; County, Federal District)</i> <i>(examples: 36<sup>th</sup> Dist. Ct.- Detroit; 13th Circuit Ct.- Leelanau County; U.S.Dist.Ct.Western Dist.MI.)(Include State if other than Michigan)</i>	<b>Judge</b> <i>(name)</i> <b>&amp; Docket Number</b>	<b>Discharge Date</b>
(1)					
(2)					
(3)					
(4)					

11. Do you have any pending criminal charges in any jurisdiction? ( ) Yes ( ) No

12. If the answer to # 11 is “Yes”, list the charges, location of the charges and explain the circumstances:

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13. Provide the following information on all schools you have attended, starting with high school:

	<b>School Name</b>	<b>Location</b>	<b>Dates Attended</b>	<b>Degrees/Diplomas Awarded</b>
(1)				
(2)				
(3)				
(4)				

14. List all periods of employment and unemployment since the conviction or release from incarceration on the most recent crime you are seeking a pardon for, beginning with the present and working backward. All time periods must be accounted for. For any periods of unemployment, list your means of support:

	<b>Employer</b>	<b>Address &amp; Phone #</b>	<b>Type of Work/Position</b>	<b>Start/End Date</b>	<b>Reason for Leaving</b>
(1)					
(2)					
(3)					
(4)					
(5)					
(6)					
(7)					
(8)					

15. Have you ever served in the Armed Forces of the United States? ( ) Yes ( ) No

16. If the answer to #15 is “Yes”, please provide the following information:

Dates of Service: \_\_\_\_\_ Branch(es): \_\_\_\_\_

Serial Number: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

Decorations (if any): \_\_\_\_\_

17. If you were other than honorably discharged, describe in detail the factual circumstances surrounding your discharge:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

18. 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

19. If the answer to #18 is “Yes”, state the nature of the license and the circumstances surrounding action taken:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





Submitted by: \_\_\_\_\_  
(signature)

Date: \_\_\_\_\_

**Notary:**

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, the petitioner, \_\_\_\_\_ personally appeared before me, known to me to be the person who signed the foregoing petition, and who made an oath that he/she had read the foregoing application by him/her subscribed and knew the contents thereof to be true of his/her own knowledge, except those matters therein stated to be on information or belief, and as to those matters he/she believes them to be true.

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

\_\_\_\_\_  
County State

My Commission Expires on \_\_\_\_\_

**Instructions:**

**NOTE:** This application must be accompanied by State of Michigan criminal records documentation and character references. If you do not have copies of your criminal record, these records may be available through the Michigan State Police. If available, the records can be obtained electronically from the Michigan State Police website. You may also be able to obtain records through the Court Clerk of the County in which your conviction(s) occurred. **THIS APPLICATION WILL NOT BE PROCESSED, AND WILL BE RETURNED TO YOU IF CRIMINAL RECORDS DOCUMENTATION IS NOT ATTACHED, OR IF ALL ITEMS ARE NOT FULLY AND COMPLETELY ANSWERED.**

**Filing Instructions:**

1. Submit the original and one copy of the application and all supporting documentation. Both copies of the application must have the signature of the petitioner (or if incapacitated, the person applying for the petitioner) and the Notary's stamp and signature.
2. Complete all items and questions fully, using additional sheets as necessary.
3. Mail the application and supporting documentation to:

**Michigan Department of Corrections  
Office of the Parole and Commutation Board  
Pardons and Commutations Coordinator  
Post Office Box 30003  
Lansing, Michigan 48909**