

INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR PARDON AFTER PROBATION, PAROLE OR DISCHARGE

1. A pardon is a type of executive clemency. 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 erases a conviction and the associated penalty from an individual’s record so it is as if that person had never committed the offense.

A pardon is different than having a conviction set aside through a court order, sometimes referred to as an “expungement”. An expungement can only be granted by court order and is processed by the Court. If granted, it removes a criminal conviction from the public record of the Michigan State Police. The conviction becomes nonpublic and is only available to certain agencies for certain purposes as specified in the law. The Michigan Statutes associated with setting aside an adult conviction are: MCL 780.621 - 780.624, MCL 780.772a, MCL 780.827a, and MCL 257.732(22).

2. The Parole Board (PB) 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 PB. If you file a substantially identical application within that time period, it will be returned.
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 concise in your answers, but provide enough information for the PB 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 paperwork. If you do so, be sure to identify the question(s) you are answering on any attachments.
4. If your answers are incomplete, unclear, or unresponsive to the question, 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 number seven, provide the crime title **and** note whether it is a felony or misdemeanor.
6. When responding to question number eight, provide the **facts** of the crime and clearly describe the extent of your participation and role in the offense.
7. Additional documentation is not required but may be provided if it is relevant and clearly serves the purpose of verifying information or providing supporting material as to the merit of your request. The Board receives a voluminous amount of clemency requests so it is recommended that you only provide paperwork which is relevant to and necessary for the petition.
8. The Board’s role in the clemency process is advisory to the Governor. The Board will review the application for merit and provide a recommendation. The ultimate decision lies with the Governor. You will be notified by the Board when the application has been referred to the Governor. The Governor’s office will notify the applicant directly when a final determination has been reached.