

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

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.

Setting Aside a Conviction – This is sometimes called an “expungement” and is different than a pardon. 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).

1. This application **must** be accompanied by State of Michigan criminal records documentation (**ICHAT**). If you do not have copies of your criminal record, these records may be available and obtained electronically from the Michigan State Police website (<https://apps.michigan.gov/Home/Login>). **THIS APPLICATION WILL NOT BE PROCESSED AND WILL BE RETURNED TO YOU IF AN ICHAT IS NOT ATTACHED.**
2. Respond to all questions that pertain to you. If a question does not apply, please respond by writing **N/A (Not Applicable)** in that section. Be sure to list every crime for which you are requesting clemency as it is listed on your ICHAT. Be specific, detailed, and most importantly – be accurate. Be concise in your answers but provide enough information for the Parole Board 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.

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.
3. 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 Parole 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.
4. The Parole Board 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 by the Parole Board. If you file a substantially identical application within that time period, it will be returned.
5. The Parole Board’s role in the clemency process is advisory to the Governor. The Parole Board will review the application for merit and provide a recommendation. The ultimate decision lies with the Governor. You will be notified directly by the Parole Board when a final determination has been reached.