

MICHIGAN DEPARTMENT OF CORRECTIONS OFFICE OF THE PAROLE 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 **three or fewer felony offenses**, under certain circumstances and if certain pre-conditions are met, you may apply to have your past criminal convictions expunged from your record (also known as a “set aside”). There are **no limits to the number of misdemeanor offenses** that may be expunged. Past felony criminal convictions are generally eligible for expungement seven years after the end of your sentence, term of probation or parole discharge while serious misdemeanors or individual felony convictions can be eligible for expungement after five years. An **Application to Set Aside Conviction(s)** are filed with the court or courts in the county of conviction, not with the Michigan Parole Board. There are several notable restrictions on setting aside past convictions that include limited exceptions to the number of convictions that may be expunged and a list of certain excluded offenses. Please review the information about expungement available at www.michigan.gov/ag/initiatives/expungement-assistance.

Have you reviewed the information and eligibility criteria for expungement/setting aside of the conviction? () Yes () No

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 “Yes” and you meet eligibility requirements, but you have not yet sought expungement, then, you should file an **Application to Set Aside Conviction(s)** in the Court where your conviction occurred. The Parole Board may not process this **Application for Pardon After Parole or Discharge** where expungement is available to the petitioner as an appropriate remedy, or the application may be denied based on the alternative remedy that is available.

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):

7. List the title of the crime(s) for each Michigan conviction **for which you are requesting a pardon**, stating whether it was a felony (F) or misdemeanor (M) (*example: Home Invasion (F); Retail Fraud (M)*), and provide the additional information. **Note:** *The convictions listed must match the information on the required State of Michigan criminal records documentation (ICHAT).*

	Crime Title <i>(felony (F) or misdemeanor (M))</i>	Sentence <i>(length of jail/prison term, fine, probation, etc.)</i> & Date of Sentence	Court Name & Location <i>(District Ct. & City or Circuit Ct. & County) (examples: 36th Dist. Ct. – Detroit; 13th Circuit Ct. – Leelanau County)</i>	Judge <i>(name)</i> & Docket Number	Discharge Date
(1)					
(2)					
(3)					
(4)					

Have you attached the **required ICHAT** that can be obtained electronically from the Michigan State Police website (<https://apps.michigan.gov/Home/Login>)? () Yes () No

If you selected “No”, the application will not be processed.

8. Provide a complete and detailed account of **each conviction** listed under #7 above, for which you seek a pardon. Number each description in the same order as the crime is listed above. Describe all relevant factual circumstances. Attach additional pages if necessary to provide a full account:

9. Do you have **any additional criminal convictions** (juvenile or adult) other than those listed under #7 above? () Yes () No

10. If the answer to #9 is “Yes,” list the title of the crime for each conviction, stating whether it was a felony (F) or misdemeanor (M) (example: Home Invasion (F); Retail Fraud (M)), and provide the following information. **Note:** The convictions listed must match the information on the required State of Michigan criminal records documentation (ICHAT).

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

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

	School Name	Location	Dates Attended	Degrees/Diplomas Awarded
(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:

	Employer	Address & Phone #	Type of Work/Position	Start/End Date	Reason for Leaving
(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 and a copy of your DD214:

Dates of Service: _____ Branch(es): _____

Serial Number: _____ Type of Discharge & Date: _____

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:

20. Describe any charitable or civic activities in which you have been engaged, awards you have been presented or contributions you have made to the community, since the most recent conviction for which you are seeking a pardon. You may include the names of any organization(s) in which you have participated, the time periods of your participation, your role in these activities, and the name, phone number and address of any person from each organization who is familiar with your involvement:

21. State your reasons for seeking a pardon. Include **specific** information on how your life has been negatively impacted by the convictions for which you are seeking a pardon. Attach any documentation you have supporting your claim. *(Examples include but are not limited to employment, denial of entry in the military, education, impact on family life, housing, volunteerism, etc.)*. If you are seeking a pardon in order to avoid deportation, please attach all relevant documentation supporting your immigration status, including any order(s) or documents issued by the U.S. Citizenship and Immigration Services and/or Homeland Security.

I swear or affirm under oath, as evidenced by my signature, that I have read the foregoing application and can attest that the contents thereof to be true based upon my knowledge, information or belief.

Signature of Petitioner: _____ Date: _____

Notary, in accordance with 2003 PA 238, MCL 55.261 et seq.:

On this ____ day of _____, _____, the petitioner, _____ personally appeared before me, is known to me to be the person who signed the foregoing petition either from personal knowledge or from satisfactory evidence.

Notary Public, State of _____, County of _____.

Acting in the County of _____.

My Commission Expires _____.

Filing Instructions:

- 1. Submit the original and one copy of the application and all supporting documentation, which can include character references. 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 Board
Pardon and Commutation Coordinator
Post Office Box 30003
Lansing, Michigan 48909**
- 4. Keep one copy for your records.**