

Pennsylvania Board of Pardons

Application for Clemency

How to complete this application:

Fillable PDF

Use a computer to complete the form electronically. We recommend using the latest version of [Adobe Acrobat Reader](#) for the best experience. Other PDF viewers or internet browsers may not display the form correctly or allow you to enter information.

Print and fill out by hand

You can also print the form and complete it by hand if you prefer.

About clemency

If you have been convicted of a crime, you may apply for clemency to request forgiveness or reduce your sentence. The Governor has the power to pardon a conviction or commute a criminal sentence based on recommendations from the Board of Pardons.

- **Pardon:** Total forgiveness of the conviction. It restores the rights and privileges forfeited.
- **Commutation:** Reduces or modifies your sentence. It does not erase the conviction.

What type of clemency should I request?

Convicted of a criminal offense in the past

- **Pardon:** This is complete forgiveness for the crime. It restores your rights and privileges.

Currently on parole

- **Commute parole:** This ends parole supervision.
- **Pardon:** This is complete forgiveness for the crime. It restores your rights and privileges. Anyone can apply for a pardon, but if you are still on parole, we recommend applying for a commutation since it is designed to modify or reduce parole terms.

Currently in prison

- **Commute life imprisonment:** This may reduce your life sentence to life on parole or a consecutive sentence. For example, a life sentence without the possibility of parole could be commuted to life on parole.
- **Commute death sentence:** This will reduce your death sentence to a life sentence without the possibility of parole. This spares the individual from execution but does not overturn the conviction or release them from incarceration.
- **Commute minimum sentence:** This may reduce the minimum time a person is required to serve prior to parole eligibility. For example, if your sentence is “10 to 20 years in prison,” this could reduce the minimum lower end of the range to be eligible for parole sooner. This type of clemency may be sought by applicants who haven’t served their minimum sentence.
- **Commute maximum sentence:** This may reduce the maximum time a person is required to serve. For example, if your sentence is “10 to 20 years in prison,” this could reduce the higher end of the range to be released sooner. This type of clemency may be sought by applicants who have served their minimum sentence but are still incarcerated.
- **Pardon:** This is complete forgiveness for the crime. It restores your rights and privileges. Anyone can apply for a pardon, but if you are still serving your sentence, we recommend applying for a commutation since it is designed to reduce or adjust active sentences.

Before you apply

1

Identify your convictions

Determine which conviction(s) you are seeking clemency for. You can look up your criminal docket online: ujportal.pacourts.us/

2

Gather required court documents

You must provide the following documents for your application to be reviewed. Incarcerated applicants do not need to submit court documents.

You must provide the following documents:

- Criminal complaint
- Affidavit of probable cause
- Criminal information/indictment
- Final plea or verdict
- Sentencing order
- Documentation of your financial obligation status

If the court does not have these documents, they must provide a letter confirming they are unavailable. If you were sentenced by a Magisterial District Judge and your case is older than seven years, you are not required to get a letter.

The next page includes details on how to obtain these documents.

3

Pay outstanding financial obligations

Any unpaid fines, fees, or restitution may delay your application. It's strongly encouraged to pay these before applying.

4

Prepare personal statement and documents

Write a personal statement explaining why you are requesting clemency and how your life has changed since the offense. You may also include:

- Letters of support.
- Certificates or diplomas from education or training programs.

5

Apply for clemency

Complete the application packet and mail or email it to the Board of Pardons.

Where to obtain court documents

The court where you were sentenced will provide the documents. Note: These documents cannot be obtained online.

How to contact the court where you were sentenced

Common Pleas Court

Contact details for the Clerk of Courts across Pennsylvania counties:
pacourts.us/courts/courts-of-common-pleas/clerks-of-courts

Magisterial District

Contact details for the Magisterial District judges across Pennsylvania counties:
pacourts.us/courts/minor-courts/magisterial-district-judges

Philadelphia Municipal Court

Contact details for Philadelphia Municipal Court judges:
pacourts.us/courts/minor-courts/philadelphia-municipal-court-judges

Pittsburgh Municipal Court

Contact details for Pittsburgh Municipal Court judges:
pacourts.us/courts/minor-courts/pittsburgh-municipal-court-judges

Confirm you have the following prepared

Court documents

Required for all applicants except those currently incarcerated. These documents provide details about the convictions you are seeking clemency for.

Personal statement

Write a detailed explanation of why you are requesting clemency and how your life has changed since the offense.

Optional supporting documents

Include letters of support and additional materials, such as diplomas, certificates, or training records, that demonstrate positive changes in your life.

1. Clemency type

What type of clemency are you requesting? Select all that apply.

Do you need help determining what type of clemency is best for you? Page two of the application includes more details to help you decide.

Commute life imprisonment

Reduction of a life sentence to life on parole

Commute death sentence

Conversion of a death sentence to life imprisonment

Commute minimum sentence

Reduction of the minimum time required before parole eligibility

Commute maximum sentence

Reduction of the maximum sentence

Commute parole

Reduction of the maximum time on parole supervision

Pardon

Complete forgiveness for a crime and restores the individual's rights

Have you previously applied for clemency in Pennsylvania?

Yes

No

If you don't know the date, please provide an estimate.

Date (mm/yyyy)

For official use only. Do not use this section.

Application number

Board of Pardons number

Session date

2. Applicant information

Personal information

First name

Middle name

Last name

Suffix

Other names

How should the Board address you?

e.g. married names, maiden names, or aliases

e.g. Mrs. Jane Smith (she/her)

Date of birth

Social Security Number

Address

Street address line 1

Street address line 2

e.g. apartment number

City

State

ZIP code

Contact information

Primary phone number

Secondary phone number

Email address

Incarcerated applicants only

Name of institution

Inmate number

Parole number

3. Representative information

A representative in the clemency process can receive updates and make changes to your application on your behalf. If you are incarcerated, the Department of Corrections will represent you. Incarcerated applicants may have additional outside representation if desired.

Is someone representing you in this process?

Yes No

If "no," move forward to Section 4.

Representative type

Attorney
Family member
Friend
Nonprofit or community organization
Department of Corrections

Representative information

Organization name (if applicable)

First name

Last name

Address

Street address

City

State

ZIP code

Contact information

Primary phone number

Email address

4. Convictions

Case (oldest case first)

Case #

The OTN number normally begins with a letter, followed by six or seven numbers, a hyphen, and a final number (Example: A 123456-7). If you were arrested in the 1970's or before, you may not find an OTN in your records. If this number is not available, please enter "N/A" in this field.

Offense Tracking Number (OTN)

Date of incident (mm/dd/yyyy)

Enter convictions for which you are seeking clemency

Include the conviction by name.

- Correct: Theft by Unlawful Taking
- Incorrect: 18 Pa.C.S. § 3921

1.

2.

3.

4.

5.

For official use only. Do not use this section.

Sentence(s):

Grade/sealed:

1.

2.

3.

4.

5.

Need more space? Use the supplemental pages at the end of this packet.

Case incident description

Case #

In your own words, briefly describe the incident and your involvement. Please include where you were, what you did, and how you were caught.

Check this box if you are including a supplemental page or document for this offense.

For official use only. Do not use this section.

County

Plea/verdict

Plea/verdict date

Sentence date

Revocation date

Final sentence

Docket number

Debts satisfied

Balance

Yes

No

NA

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Plea/verdict date

Sentence date

Revocation date

Final sentence

Docket number

Debts satisfied

Balance

Yes

No

NA

5. Personal statement

In your own words

Sharing how your life has changed since your conviction can strengthen your application.

In your own words, please share:

- How your life or circumstances have changed since your last arrest.
- Why you are asking for clemency.
- Why you believe you are a strong candidate.
- Any other details that support your request.

5. Personal statement continued

6. Sign and submit

Applicant signature

By signing below, I confirm that I have completed this application truthfully and accurately. I understand that giving false information is a crime under 18 Pa.C.S. §4904.

I understand that if my charges are covered by Limited Access or Clean Slate laws (18 Pa.C.S. §§ 9122.1 and/or 9122.2), some details about my convictions or non-conviction records may still be shared during a public hearing if I am granted one. This is because hearings by the Pennsylvania Board of Pardons are public under the Pennsylvania Constitution and Board regulations.

If any corrections are needed to complete my application, I give permission for the Board of Pardons to make those corrections for me. By signing, I also agree to the following:

- Only the convictions listed in Section 4 of my application will be considered for clemency.
- My application won't be accepted unless all questions are answered, all required documents are included, and the Board of Pardons' rules are followed.

I give up the protections of Limited Access and Clean Slate laws for this process, so the Board can fully review my application and ensure it follows legal requirements if sent to the Governor.

Full name

Today's date (mm/dd/yyyy)

Applicant signature

Under Board Regulation 37 Pa. Code § 81.282:

- Applicants can have legal counsel or another person they choose to represent them.
- Applicants may also be represented by a legal guardian, a close friend, or someone authorized by law to act on their behalf.

Full name

Today's date (mm/dd/yyyy)

Representative signature

7. Finalize your application

Before mailing your completed application, confirm that all sections are completed, and your documents are included.

You must mail all required documents with your application or email them to BOPclemency@pa.gov.

Documents

All non-incarcerated applicants are required to submit these documents:

- Criminal complaint
- Affidavit of probable cause
- Criminal information/indictment
- Final plea or verdict
- Sentencing order
- Documentation of your financial obligation status

If the court does not have these documents, they must provide a letter confirming they are unavailable. If you were sentenced by a Magisterial District Judge and your case is older than seven years, you are not required to get a letter.

These documents are not required but can support your application:

- Letters of support
- Certificates or diplomas from education or training programs

Mail your application

Non-incarcerated applicants

Pennsylvania Board of Pardons
555 Walnut Street, Suite 704
Harrisburg, PA 17101

Email: BOPclemency@pa.gov
Phone number: 717-787-2596

Incarcerated applicants

Commutation Unit
1920 Technology Parkway
Mechanicsburg, PA 17050

Phone number: 717-728-0386

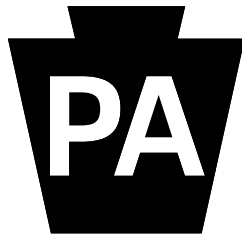
What happens after you apply

It will take a few years for a decision to be made on your clemency application. These are the steps of the process.

- 1 Board of Pardons reviews your application**
After submission, you will receive a confirmation letter. Incomplete applications will not be reviewed until all requirements are met. The longest wait in the process is between the Board of Pardons reviewing your application and the Department of Corrections investigating your case.
- 2 The Department of Corrections investigates your case**
Staff will interview you over the phone and gather information on your personal status, criminal history, and driving record.
- 3 Merit review**
The Board evaluates your application and votes on whether to grant a public hearing. Applicants are not required to attend this public vote by the Board.
- 4 Public hearing**
Applicants attend a virtual hearing to answer the Board's questions. If your case receives enough votes, it is forwarded to the Governor.
- 5 Governor's decision**
The Governor makes the final decision to approve or deny your clemency request.

Learn more about the clemency process at:

www.pa.gov/bop



Pennsylvania Board of Pardons

Supplemental Pages

Need more space?

If you run out of space when answering any questions, you can attach these supplemental pages to your application.

4. Convictions

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7.

8.

9.

10.

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County	Plea/verdict	Plea/verdict date
Sentence date	Revocation date	Final sentence
Docket number	Debts satisfied	Balance
	Yes No NA	

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