



**STATE OF UTAH**  
**BOARD OF PARDONS AND PAROLE**

**PARDON APPLICATION CHECKLIST**

You must submit the following documents in order to avoid an incomplete application:

If you are unable to obtain some of these documents due to retention schedules, you must include a letter from the corresponding agency to that effect.

- APPLICATION:** Application and instructions can be found at [bop.utah.gov](http://bop.utah.gov)
  
- BCI- Expungement Certificate of Eligibility:** In order to obtain this document, contact: Utah Bureau of Criminal Identification: 3888 W 5400 S, Taylorsville, UT 84129 · (801) 965-4445 – [bci.utah.gov](http://bci.utah.gov)
  
- BCI – CRIMINAL HISTORY REPORT:** Contact: Utah Bureau of Criminal Identification: 3888 W 5400 S, Taylorsville, UT 84129 · (801) 965-4445 – [bci.utah.gov](http://bci.utah.gov)
  
- POLICE REPORT(S):** Contact the arresting agency listed on the criminal history report from BCI.
  
- PSI(S) (Pre/Post Sentence Investigation report):** This report is applicable if you were supervised by Adult Probation and Parole, Utah Department of Corrections and can be obtained through the Department of Corrections Records office - phone 801-545-5608
  
- COURT DOCKET:** Contact the sentencing court, which is listed on the Criminal History Report.

# APPLICATION FOR PARDON

Please complete this entire application form and provide all requested information. Attach all reports, records or letters as indicated and required. Incomplete or unsigned applications will not be considered.

**The Board will not consider pardons for Class C Misdemeanors or Infractions.**

SECTION I – APPLICANT INFORMATION					
First Name		Middle Name		Last Name	
Please list all other names, including maiden name, or aliases used (if any).					
Date Of Birth		Offender #			
Social Security #		FBI #			
Drivers License #		State Issued			
Home Address					
City		State		Zip Code	
Telephone		Cell Phone		E-Mail	

**Have you ever previously applied for, or been granted, a pardon?**  
 \_\_\_\_\_ **Yes**      \_\_\_\_\_ **No**

**If yes, please provide the date of the application, the outcome of the application, list any conviction(s) pardoned, and attach a copy of the application and the Pardon Certificate.**



## SECTION III - APPLICANT'S FAMILY INFORMATION

Please provide the following information for your spouse or domestic partner

<b>Spouse or Domestic Partner's Name</b>					
<b>Home Address</b>					
<b>City</b>		<b>State</b>		<b>Zip Code</b>	
<b>Telephone</b>		<b>Cell Phone</b>		<b>E-Mail</b>	

Please list any children and their ages

Child's Name	Age

Dates of Employment	Employer's Name	City, State, Zip	Reason for Leaving
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			



<b>SECTION IV – APPLICANT’S MILITARY HISTORY</b>			
If you have ever served in the United States Military, Reserves, or National Guard, please provide the following information.			
<b>Branch Of Service</b>		<b>Dates Of Service</b>	
<b>Last Unit Assignment</b>		<b>Last Base Assignment</b>	
<b>Rank at Discharge</b>		<b>Type of Discharge</b>	
<b>Service Awards or Commendations</b>			

<b>SECTION V – APPLICANT’S EXPUNGEMENT HISTORY</b>			
Utah Law provides for a process known as Expungement, whereby some arrests and convictions can be expunged or purged from your criminal history. (See Utah Code Ann. 77-40-101). Below, please detail your attempts to expunge the crimes for which you are seeking a pardon. If you have ever been denied a Certificate of Eligibility, denied an expungement, or otherwise informed that you are ineligible for an expungement of any criminal conviction, please attach all letters, orders or other documentation.			
<b>Date of Application:</b>		<b>Date of Denial:</b>	
<b>Reason(s) Given for Denial:</b>			

<b>Section VI – CONVICTIONS SOUGHT TO BE PARDONED</b>			
Please list all convictions for which you seek a pardon and previous pardons granted. For each conviction, please submit all police reports, Pre-Sentence Reports, and Court Dockets. Please include all requested information for each conviction. Use and attach extra pages if necessary. If required information is not available, please list all attempts and means you have used to obtain such information. Lack of, or failure to provide, required information may prevent the Board’s consideration of your application. Please be aware that the Board will not consider a pardon of Class C Misdemeanors or Infractions.			
<b>1</b>	<b>Crime of Conviction</b>		<b>Date of Offense</b>

<b>City / County Of Occurrence</b>		<b>Investigating Police Agency</b>	
<b>Court Case #</b>		<b>Court Of Conviction</b>	
<b>Date of Conviction</b>		<b>Sentencing Judge</b>	
<b>Defense Attorney</b>		<b>Prosecuting Attorney</b>	
<b>Victim[s] Names</b>			
<b>Sentence Imposed</b>			
<b>Place of Incarceration</b>		<b>Dates of Incarceration</b>	
Please list all restitution, fines, fees, or surcharges imposed or ordered. Submit verification that all restitution, fines, fees, or surcharges have been paid or remitted.			
Please describe and explain this offense, your conduct, and any plea agreement entered.			

<b>2</b>	<b>Crime of Conviction</b>		<b>Date of Offense</b>	
<b>City / County Of Occurrence</b>		<b>Investigating Police Agency</b>		
<b>Court Case #</b>		<b>Court Of Conviction</b>		
<b>Date of Conviction</b>		<b>Sentencing Judge</b>		
<b>Defense Attorney</b>		<b>Prosecuting Attorney</b>		
<b>Victim[s] Names</b>				
<b>Sentence Imposed</b>				
<b>Place of Incarceration</b>		<b>Dates of Incarceration</b>		
Please list all restitution, fines, fees, or surcharges imposed or ordered. Submit verification that all restitution, fines, fees, or surcharges have been paid or remitted.				
Please describe and explain this offense, your conduct, and any plea agreement entered.				


<b>3</b>	<b>Crime of Conviction</b>		<b>Date of Offense</b>	
	<b>City / County Of Occurrence</b>		<b>Investigating Police Agency</b>	
	<b>Court Case #</b>		<b>Court Of Conviction</b>	
	<b>Date of Conviction</b>		<b>Sentencing Judge</b>	
	<b>Defense Attorney</b>		<b>Prosecuting Attorney</b>	
	<b>Victim[s] Names</b>			
	<b>Sentence Imposed</b>			
	<b>Place of Incarceration</b>		<b>Dates of Incarceration</b>	
Please list all restitution, fines, fees, or surcharges imposed or ordered. Submit verification that all restitution, fines, fees, or surcharges have been paid or remitted.				
Please describe and explain this offense, your conduct, and any plea agreement entered.				

<b>4</b>	<b>Crime of Conviction</b>		<b>Date of Offense</b>	
	<b>City / County Of Occurrence</b>		<b>Investigating Police Agency</b>	
	<b>Court Case #</b>		<b>Court Of Conviction</b>	
	<b>Date of Conviction</b>		<b>Sentencing Judge</b>	
	<b>Defense Attorney</b>		<b>Prosecuting Attorney</b>	
	<b>Victim[s] Names</b>			
	<b>Sentence</b>			



<b>Imposed</b>			
<b>Place of Incarceration</b>		<b>Dates of Incarceration</b>	
Please list all restitution, fines, fees, or surcharges imposed or ordered. Submit verification that all restitution, fines, fees, or surcharges have been paid or remitted.			
Please describe and explain this offense, your conduct, and any plea agreement entered.			

<b>5</b>	<b>Crime of Conviction</b>		<b>Date of Offense</b>	
	<b>City / County Of Occurrence</b>		<b>Investigating Police Agency</b>	
	<b>Court Case #</b>	<b>Court Of Conviction</b>		
	<b>Date of Conviction</b>	<b>Sentencing Judge</b>		
	<b>Defense Attorney</b>	<b>Prosecuting Attorney</b>		
	<b>Victim[s] Names</b>			
	<b>Sentence Imposed</b>			
	<b>Place of Incarceration</b>		<b>Dates of Incarceration</b>	
Please list all restitution, fines, fees, or surcharges imposed or ordered. Submit verification that all restitution, fines, fees, or surcharges have been paid or remitted.				
Please describe and explain this offense, your conduct, and any plea agreement entered.				

***Attach Additional Pages If Necessary***

## Section VII – OTHER ARRESTS OR CONVICTIONS

Please list all other arrests or convictions. This includes convictions for which a pardon is not requested, federal convictions, all convictions in any other state or territory, and any criminal charges which have been filed against you and are currently pending in any court. Please include all requested information for each arrest or conviction. Use and attach extra pages if necessary. If required information is not included, please list all attempts and means you have used to obtain the information. Failure to provide required information may prevent the Board's consideration of your application.

<b>1</b>	<b>Criminal Offense</b>		<b>Date of Offense</b>	
	<b>City / County Of Occurrence</b>		<b>Investigating Police Agency</b>	
	<b>Court Case #</b>	<b>Court Name and Location</b>		
	<b>Date of Arrest or Conviction</b>	<b>Judge</b>		
	<b>Defense Attorney</b>	<b>Prosecuting Attorney</b>		
	<b>Victim[s] Names</b>			
	<b>Sentence Imposed</b>			
	<b>Place of Incarceration</b>		<b>Dates of Incarceration</b>	
Please list all restitution, fines, fees, or surcharges imposed or ordered. Submit verification that all restitution, fines, fees, or surcharges have been paid or remitted.				
Please describe and explain this offense, your conduct, and any plea agreement entered.				

<b>2</b>	<b>Criminal Offense</b>		<b>Date of Offense</b>	
	<b>City / County Of Occurrence</b>		<b>Investigating Police Agency</b>	
	<b>Court Case #</b>	<b>Court Name and Location</b>		
	<b>Date of Arrest or Conviction</b>	<b>Judge</b>		
	<b>Defense Attorney</b>	<b>Prosecuting Attorney</b>		

<b>Victim[s] Names</b>			
<b>Sentence Imposed</b>			
<b>Place of Incarceration</b>		<b>Dates of Incarceration</b>	
Please list all restitution, fines, fees, or surcharges imposed or ordered. Submit verification that all restitution, fines, fees, or surcharges have been paid or remitted.			
Please describe and explain this offense, your conduct, and any plea agreement entered.			

<b>3</b>	<b>Criminal Offense</b>		<b>Date of Offense</b>	
	<b>City / County Of Occurrence</b>		<b>Investigating Police Agency</b>	
	<b>Court Case #</b>	<b>Court Name and Location</b>		
	<b>Date of Arrest or Conviction</b>	<b>Judge</b>		
	<b>Defense Attorney</b>	<b>Prosecuting Attorney</b>		
	<b>Victim[s] Names</b>			
	<b>Sentence Imposed</b>			
	<b>Place of Incarceration</b>		<b>Dates of Incarceration</b>	
Please list all restitution, fines, fees, or surcharges imposed or ordered. Submit verification that all restitution, fines, fees, or surcharges have been paid or remitted.				
Please describe and explain this offense, your conduct, and any plea agreement entered.				

<b>Sentence Imposed</b>			
<b>Place of Incarceration</b>		<b>Dates of Incarceration</b>	
Please list all restitution, fines, fees, or surcharges imposed or ordered. Submit verification that all restitution, fines, fees, or surcharges have been paid or remitted.			
Please describe and explain this offense, your conduct, and any plea agreement entered.			

<b>3</b>	<b>Criminal Offense</b>		<b>Date of Offense</b>	
	<b>City / County Of Occurrence</b>		<b>Investigating Police Agency</b>	
	<b>Court Case #</b>	<b>Court Name and Location</b>		
	<b>Date of Arrest or Conviction</b>	<b>Judge</b>		
	<b>Defense Attorney</b>	<b>Prosecuting Attorney</b>		
	<b>Victim[s] Names</b>			
	<b>Sentence Imposed</b>			
	<b>Place of Incarceration</b>		<b>Dates of Incarceration</b>	
Please list all restitution, fines, fees, or surcharges imposed or ordered. Submit verification that all restitution, fines, fees, or surcharges have been paid or remitted.				
Please describe and explain this offense, your conduct, and any plea agreement entered.				

***Attach Additional Pages If Necessary***

## SECTION VIII - INCARCERATION HISTORY

If you have ever been incarcerated, please list each instance or period of incarceration.

Dates of Incarceration	Place of Incarceration	Commitment Offenses	Sentencing Court	Release Date

## SECTION XI - INCARCERATION DISCIPLINARY HISTORY

If you were ever the subject of a disciplinary violation while incarcerated, please list each disciplinary violation.

Date of Violation	Place of Incarceration	Disciplinary Violation	Discipline Imposed


**Section X - Letters of Recommendation**

Letters of recommendation in support of your application and request for a pardon may accompany this Application. Letters may be submitted from any person who knows you well and knows of the changes you have made to your life since your convictions. Letters of recommendation may be submitted from any source, including, but not limited to the following: Spouse, family members, neighbors, employers, co-workers, religious leaders, others with whom you attend religious services, elected officials, judges, prosecutors, counselors or treatment professionals, or persons with whom you engage in significant activities. Please attach all letters of recommendation to your Application.

## OATH OR AFFIRMATION

By my signature herein, I swear or affirm upon my oath that all information included, submitted, and reported in the foregoing Application for Pardon, as well as in all accompanying material and documentation, is true and accurate.

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

Signature: \_\_\_\_\_

**Please Note:** Pardon Applications are considered only after a significant period of time of exemplary citizenship and demonstrable evidence of rehabilitation, which generally requires that at least five (5) years have passed since the termination or expiration of all criminal offenses, sentences, and supervision of probation or parole. Submitting a Pardon Application does not necessarily result in the Board scheduling a pardon hearing. The Board may deny a pardon request without holding a hearing. In addition, if the Board schedules a pardon hearing, there is no guarantee that a pardon will be granted.

**When completed, please return this Application, along with all other required documents, letters, and extra pages, to the Utah Board of Pardons and Parole:**

**Utah Board of Pardons and Parole**  
Attn: Pardon Specialist  
448 East Winchester Street  
Suite 300  
Murray, Utah 84107

**For questions or assistance, please call the Board at 801-261-6464 and ask to speak with the Pardon Specialist.**