

Step-by-Step Guidance to a Pardon Application

- You must first apply for expungement through the Bureau of Criminal Identification (BCI), regardless of eligibility, before applying for a pardon. Please visit BCI at bci.utah.gov/expungements.
- After applying for expungements through BCI, you must provide a BCI Criminal History Report and a BCI Denial Letter showing why the offenses for which you are seeking a pardon are not eligible for expungement through BCI. You should also obtain a BCI Certificate List if applicable, which shows the offenses BCI will expunge. These documents will be uploaded as part of your online pardon application.
- You may apply for a pardon regarding any convictions that are not eligible for expungement through BCI or the court as long as they meet the Board's requirements. The Board will not consider pardons for:
 - Federal offenses
 - Class C Misdemeanors
 - Infractions
 - Non-convictions
 - Juvenile adjudications
 - Offenses from other states
 - Treason or impeachment
- You must obtain the court docket and police report for each eligible conviction from the corresponding agencies, listed on your BCI Criminal History Report.
- You must obtain Pre/Post Sentence Investigation Reports for each eligible conviction from the Utah Department of Corrections Records Office. They can be contacted at 801-545-5608 or a GRAMA records request may be submitted at [Utah Department of Corrections GRAMA Records Portal](#).
- You must fill out a pardon application and upload the required documents using the Utah Board of Pardons and Parole's MyPath online pardon application at pardons.utah.gov. Please see the Pardon Application Supporting Document Checklist below for assistance with gathering your documents.
- If you are filling out an online application for another person who is applying for a pardon, the applicant will need to complete and sign the Oath or Affirmation PDF Form below. The Oath or Affirmation PDF will need to be uploaded under the Upload Supporting Documents Section of the online pardon application. If you are filling out an online application for yourself, the Oath or Affirmation PDF is not needed because you complete the Oath or Affirmation electronically.

The pardon process may be lengthy and processing times can vary. Once the application is submitted, you can check the status through your pardon application online account. Any details, comments, or

further instruction will be emailed to the address you provided in your online application; please watch for any updates.

Pardon Application Supporting Document Checklist

Below is a checklist to help you collect the supporting documents needed for your online pardon application. Submitting all required documents can help avoid an incomplete application. Applications cannot be processed until all supporting documents are uploaded and received by the Board of Pardons and Parole.

- ❑ **BCI Criminal History Report:** To obtain this report, please visit the Utah Bureau of Criminal Identification (BCI) at bci.utah.gov/expungements. BCI Criminal History Reports will be uploaded under the "Upload Other Documents" button of the Upload Supporting Documents Section of the online pardon application.
- ❑ **BCI Denial Letter:** To obtain this document, please visit the Utah Bureau of Criminal Identification (BCI) at bci.utah.gov/expungements. BCI Denial Letters will be uploaded under the Expungement History Section of the online pardon application.
- ❑ **BCI Certificate List:** To obtain this document, please visit the Utah Bureau of Criminal Identification (BCI) at bci.utah.gov/expungements. BCI Certificate Lists will be uploaded under the Expungement History Section of the online pardon application.
- ❑ **Court Docket(s):** To obtain this report, contact the sentencing court, which is listed on the BCI Criminal History Report. A court docket is required for each conviction for which a pardon is being sought. Court dockets will be uploaded under the Convictions Sought to be Pardoned Section of the online pardon application.
- ❑ **Police Report(s):** To obtain this report, contact the arresting agency listed on the BCI Criminal History Report or the court docket. A police report is required for each conviction for which a pardon is being sought. Police reports will be uploaded under the Convictions Sought to be Pardoned Section of the online pardon application.
- ❑ **Pre/Post Sentence Investigation Report(s):** To obtain these reports, contact the Utah Department of Corrections Records Office at 801-545- 5608 or by submitting a GRAMA request at [Utah Department of Corrections GRAMA Records Portal](http://UtahDepartmentofCorrectionsGRAMARecordsPortal). A report is required for each conviction for which a pardon is being sought, if applicable. Pre/Post Sentence Reports will be uploaded under the Convictions Sought to be Pardoned Section of the online pardon application.
- ❑ **Letter(s) of Recommendation:** These are optional documents. You may obtain and provide letters of recommendation from individuals who support your pardon application. These will be uploaded under the Upload Supporting Documents Section of the online pardon application.
- ❑ **GRAMA Request Denial Letter(s):** If you are unable to obtain some of these documents due to the document being unavailable from the agency, you must include a letter or response to your GRAMA request from the corresponding agency indicating why. These letters will be uploaded under the Upload Supporting Documents Section of the online pardon application.
- ❑ **Oath or Affirmation PDF Form :** If you are filling out an online application for yourself, this PDF document is not needed because you complete the Oath or Affirmation electronically. If you are

filling out an online application for another person, the applicant will need to complete and sign the Oath or Affirmation PDF Form below, and it will need to be uploaded under the Upload Supporting Documents Section of the online pardon application.

Oath or Affirmation

By submitting this application for consideration by the Utah Board of Pardons and Parole, I swear or affirm upon my oath that all information included, submitted, and reported in the application for a pardon, as well as in all accompanying material and documentation, is true and accurate.

Printed

Name:

Signature:

Date:
