APPLICATION FOR CLEMENCY

Check box for type of clemency desired. All applications must have the proper court documents attached.

☐ **Restoration of Civil Rights for Florida/Federal/ Military, or Out-of-State conviction** (Eligible 5 or 7 years after completion of sentence)

☐ **Restoration of Alien Status Under Florida Law** (Eligible 5 or 7 years after completion of sentence)

☐ **Remission of Fine or Forfeiture**

☐ **Specific Authority to Own, Possess or Use Firearms** (Eligible 8 years after completion of sentence)

☐ **Full Pardon** (Eligible 10 years after completion of sentence)

☐ **Pardon Without Firearm Authority** (Eligible 10 years after completion of sentence)

Commutation of Sentence (Use Form "Request for Review")

If you have applied for a Full Pardon, Pardon Without Firearm Authority or Specific Authority to Own, Possess or Use Firearms and are determined ineligible due to not meeting the time requirement, you will be processed for Restoration of Civil Rights. If you have already received Restoration of Civil Rights, a Certificate for Restoration of Civil Rights ***will be mailed to you.***

Your signature acknowledges you understand this action. _____
SIGNATURE

PLEASE PRINT

Name When Convicted: _____

Current Name: _____ Other Names Used: _____

Date of Birth: _____ Race: _____ Sex: ☐ Male ☐ Female Driver License #: _____

U.S. Citizen? ☐Yes ☐ No - Alien Registration _____ Social Security #: _____

Home Address: _____
Street City County State Zip

Mailing Address: _____
Street City County State Zip

Home Telephone #: _____ Cellular Telephone #: _____

E-mail Address: _____

PRISON/PROBATION #: _____

CONVICTIONS: (Please list each conviction and provide court documents for each conviction. If you have more than two convictions, please attach a separate sheet of paper listing all the required information.) **YOU DO NOT NEED TO FILL OUT A SEPARATE APPLICATION FOR EACH CONVICTION.**

_____

_____

Court_____ County/State_____ Date Convicted _____ Date Sentenced_____

What was your sentence? _____

Date you completed/expired your sentence: _____ (Please Circle one of the following: Prison Jail Release Parole Probation)

_____ _____
Signature Date

YOU DO NOT NEED AN ATTORNEY FOR THIS PROCESS. However, if you have chosen to be represented by an attorney for the clemency process, please provide the Attorney Name, Address & Telephone Number.

_____
Attorney Name Address Telephone Number

Attach a certified copy of the following for EACH felony conviction: charging indictment/information; judgment; and sentence/community control/probation order.

APPLICATIONS SUBMITTED WITHOUT THE PROPER COURT DOCUMENTS WILL **NOT** BE ACCEPTED.

Mailing Address: Office of Executive Clemency
4070 Esplanade Way
Tallahassee, FL 32399-2450

Form ADM 1501
Updated 07/02/2019-SMW

OFFICE OF EXECUTIVE CLEMENCY
4070 Esplanade Way
Tallahassee, FL 32399-2450
Telephone: (850) 488-2952

RESTORATION OF CIVIL RIGHTS, PARDONS, PARDONS WITHOUT FIREARM AUTHORITY, FIREARM AUTHORITY, REMISSION OF FINES AND FORFEITURES

Effective March 9, 2011

This information pertains to Restoration of Civil Rights and all other forms of clemency with the exception of Commutation of Sentence requests. A Request for Review (Form 1502) must be completed for the Commutation of Sentence process. This application is available on our website, https://fcor.state.fl.us/Clemency.htm or you may request this application by calling our office at (850) 488-2952.

Restoration of Civil Rights cases are divided into two categories: Without a Hearing (Rule 9.A.) and With a Hearing (Rule 10.A.) You may visit our website for more detailed information regarding the list of offenses that determine which category your case will be processed.

RESTORATION OF CIVIL RIGHTS *WITHOUT* A HEARING CASES: This type of investigation is designed to process less serious offenses and requires you to be **crime and arrest free for 5 years prior to being reviewed by the Florida Commission on Offender Review (FCOR).** You are also required to **provide certified court documents for EACH felony conviction** with the application before it will be entered into our system. A certified court document is a copy of the original document on file with the applicable agency (Clerk of Court, State Attorney's Office, Law Enforcement Agency, etc.) which bears the Clerk's original signature and seal attesting that the document is a true and correct copy of the original. The court documents can be obtained from the Clerk of Court in the county where the offense occurred and consist of the charging document (often referred to as the State Attorney Information or Indictment), Judgment; and Sentence/Community Control/Probation Order.

RESTORATION OF CIVIL RIGHTS *WITH* A HEARING CASES: This type of investigation is designed to process the more serious offenses and requires that **7 years have passed since the date of completion of all sentences and conditions of supervision imposed for all felony convictions.** You are also required to **provide certified court documents for EACH felony conviction** with the application before it will be entered into our system. The court documents can be obtained from the Clerk of Court in the county where the offense occurred as stated above.

During the investigative phase, the Executive Clemency Board will consider, but not be limited to, the following factors when determining whether to grant an applicant restoration of civil rights or other form of clemency.

- The nature and circumstances of the offense,
- Prior and subsequent criminal record, including traffic offenses,
- Employment history,
- Mental health, drug or alcohol issues,
- Domestic violence issues,
- Letters submitted in support of, or in opposition to, the granting of executive clemency

The information this agency requests from you is necessary to provide the basic facts needed by the Clemency Board to make an informed judgment as to whether or not you should be granted Restoration of Civil Rights or any other form of clemency. You are under no obligation to furnish any information. However, unless you do provide us with this information, we will be unable to provide complete information to the Clemency Board.

If your request requires a hearing, you will be scheduled to meet with a Commission Investigator with the Florida Commission on Offender Review (FCOR), who is assigned the investigative phase by the Clemency Board for an interview. This FCOR Commission Investigator may also speak with individuals who have written character or reference letters, employers, and other individuals who may be able to provide relevant information concerning you.

If you are granted Restoration of Civil Rights based on the Without a Hearing investigation, you will be sent a Certificate of Restoration of Civil Rights to the address on file.

If the Clemency Board grants an application regarding a With a Hearing case, an Executive Order will be prepared, signed by the Clemency Board members, and a copy mailed to you.

PARDON OR PARDON WITHOUT FIREARM AUTHORITY; The Rules require that you must have completed all sentences imposed and all conditions of supervision have expired or been completed, for a period of no less than 10 years. You may not have any outstanding detainers or pending charges, owe restitution, or have any pecuniary penalties or liabilities which total more than $1,000 and result from any criminal conviction or traffic infraction. This form of clemency requires an in-depth interview with an FCOR Commission Investigator. Individuals convicted in a federal, military, or out-of-state court are not eligible to apply.

FIREARM AUTHORITY: The Rules require that you must have completed all sentences imposed and all conditions of supervision have expired or been completed, for a period of no less than 8 years. You may not have any outstanding detainers or pending charges, owe restitution, or have any pecuniary penalties or liabilities which total more than $1,000 and result from any criminal conviction or traffic infraction. This form of clemency requires an in-depth interview with a Commission Investigator with the Florida Commission on Offender Review (FCOR). Individuals convicted in a federal, military, or out-of-state court are not eligible to apply.

The fact that your rights have been granted is public record. Whether you have filed an application and the case is still pending investigation is not public information. Executive clemency files are maintained to provide for the exercise of the Governor and Cabinet's Constitutional clemency power and are routinely made available to them, members of their staff and other officials concerned with these proceedings. The Governor is the only person who can release information regarding an individual's clemency and can do so when required by law or to further the ends of justice.

ADDITIONAL INFORMATION:

You will not be eligible for any form of clemency if: you owe restitution, have pending criminal charges, or outstanding detainers or warrants.

You are not required to appear with an attorney.

All information submitted to the Office of Executive Clemency becomes the property of this office and **will not be returned**. Keep copies of any paperwork you may need in the future.

Any eligible person who has been **granted** or **denied** any form of executive clemency may not apply for further executive clemency for at least **2 years** from the date that such action became final. A Request for Review of a Commutation of Sentence requires a **5 year** waiting period before applying again.

Updated: 07/02/2019-SMW