Department of Public Safety and Correctional Services Maryland Parole Commission

Pardon Application Checklist

Before sending your application, make certain that you have:

Comple	eted each section of the application.
Signed	& notarized the Certification, Authorization, and Acknowledgement.
Attache	ed the following:
III	Three (3) completed character reference letters (pages 20, 21, & 22 of the application).
II	Copy of photo identification or your driver's license.
	Copy of your birth certificate.
4.	For each jurisdiction in which you held a driver's license at any time, a certified copy of your entire driving history from the Motor Vehicle Authority.
5.	For all felony and misdemeanor convictions, and all traffic convictions, which involved drugs or alcohol, a certified copy of the judgment and sentence in each case.
	Copy of any high school, college, training school, and/or university diploma(s).
7.	If you served in the military, a copy of your separation papers (Form DD-214).
8.	If you were convicted of an offense by court-martial, with respect to each conviction, a copy of the court-martial promulgating order.
Copied files.	the completed Application for Pardon and all attachments for your

REMINDER: The submission of any false information renders the applicant ineligible for pardon consideration.

Application for Pardon

Please read all questions and instructions carefully before completing the application. Type or print the answers in ink. Each question must be answered fully, truthfully, and accurately. If the space for any answer is insufficient, you may complete the answer on a separate sheet of paper and attach it to the application. The submission of any false information renders the applicant ineligible for pardon consideration.

To The Governor:

The undersigned applicant prays for a pardon and in support thereof states as follows:

Full name:						
	First		Middle	La	ast	
Address: _	Number					
	Number	Street		City	State	Zip Code
Telephone 1	Number:(area		Social S	Security Nu	mber:	
	(area	code)				
Date and pl	ace of birth:					
Sex:	Height:		Weight:		Race:	
which you	were convicted, were so known (nicknames).	the reason f		of another n	ame, and the da	ates during
which you	were convicted, were so known (the reason f	or your use o	of another n	ame, and the da	ates during
which you valiases, and Have you e	were convicted, were so known (the reason f (i.e., include	or your use (your maider	of another name, name	ame, and the dane by a former i	ates during marriage, □ yes □ n

For each jurisdiction in which you held a driver's license at any time, attach a **CERTIFIED COPY OF YOUR ENTIRE DRIVING HISTORY FROM THE MOTOR VEHICLE AUTHORITY**. Since many jurisdictions issue a limited history unless specifically asked to do otherwise, you should take whatever steps are required to obtain a complete driving history.

Prior and Subsequent Criminal History

Under the Rules Governing Applications for Pardon, the applicant must satisfy the following guidelines before becoming eligible to apply for a pardon:

- 1. The Applicant shall not be incarcerated.
- 2. Misdemeanants must have been crime-free from the date of sentence, released from incarceration, or released from parole or probation, whichever last occurred, for a period of five (5) years.
- 3. Except as provided in paragraph #4, felons must have been crime-free from the date of sentence, released from incarceration, or released from parole or probation, whichever last occurred for ten (10) years except, however, the Parole Commission may, at its discretion and in specific instances, consider cases in which only seven (7) years have elapsed.
- 4. Felons convicted of crimes of violence as defined in Criminal Law Article, sec. 14-101 and felons convicted of controlled dangerous substance violations must have been crime-free from the date of sentence, released from incarceration, or released from parole or probation, whichever last occurred, for twenty (20) years except, however, the Parole Commission may, at its discretion and in specific instances, consider cases in which only fifteen (15) years have elapsed.
- 3. List <u>all</u> felony and misdemeanor convictions, and all traffic convictions, which involved drugs or alcohol (convictions in other States and/or Nations should also be included).

<u>A CERTIFIED COPY OF THE JUDGMENT AND SENTENCE ON EACH CASE MUST BE</u>
<u>ATTACHED TO YOUR APPLICATION.</u> Certified copies can be obtained from the court clerk in the county in which you were convicted.

Date	Place and Law Enforcement Agency	Crime	Court	Sentence

List your institution Name of Institution List your parole and/or probation Date Began Date Ended Agent's	history, if applicabl	red Date Released	Institutional Nu
List your parole and/or probation	history, if applicabl	le.	Institutional Nu
Date Began Date Ended Agent's	lame		
		Office Location	n City and Sta

7. Provide a complete and detailed account of the offense(s) for which you received a conviction (or received convictions).

You are expected to describe in your own words the relevant factual circumstances of the offense(s). Let not simply repeat the description of the offense contained in the indictment or the pre-sentence report, rely on criminal code citations alone. If the conviction(s) resulted from a plea agreement (or plea agreements), you should describe the full extent of your involvement in the criminal conduct, in addition the charge(s) to which you pled guilty. If you need more space, use a separate sheet of paper.	or

Have you ever been arrested, taken into custody, held for investigation or questioning, charged by any law enforcement authority, or convicted in any of	court,
	yes □ no
For each such incident, state the following: the date, the nature of the charge, the relevant facts, the enforcement authority involved, the location, and the disposition of the incident (i.e., guilty, nolle p stet, dismissed or not guilty). You must list every violation, including traffic violations that resulted arrest or criminal charge, such as driving under the influence. You are expected to describe in you words the relevant factual circumstances of each incident. Any omission will be considered a falsifly you need more space, use a separate sheet of paper.	orosequi d in an ır own

Offense(s) For Which Pardon Is Sought

State your reasons for seeki	ng a pardon.	

Biographical Information

List the names of parents, step-parents, brothers and sisters. 11.

Name (Place a check mark beside name if ever arrested)	Relationship	Age	Present Address Telephone Numb		Occupation and H School Grade Con
Current marital statu For each marriage, inclu				rmation:	
name of spouse				date/place	of birth
full address, including zip code	,			telephone	number, including area
age when married	date and place for	divorce (ij	(applicable)	nu	mber of children
age when married name of spouse	date and place for	divorce (ij	f applicable)	nu date/place	
		divorce (ij	f applicable)	date/place	of birth
name of spouse				date/place telephone	

name of individual		date/place of birth
full address, including zip code		telephone number, including area cod
age when relationship began	number of children	
	number of children	
name of individual		date/place of birth
full address, including zip code		telephone number, including area cod
age when relationship began	number of children	
	dren, including those from a previou e space, use a separate sheet of paper.	r.
name of child		birth date
school attending (if an adult, h	igh school, college, and/or university attended)	
who has custody	who supports	
who has custody name of child	who supports	birth date
name of child	who supports igh school, college, and/or universities attended)	birth date
name of child		birth date
name of child school attending (if an adult, h	igh school, college, and/or universities attended)	birth date birth date
name of child school attending (if an adult, h who has custody name of child	igh school, college, and/or universities attended)	
name of child school attending (if an adult, h who has custody name of child	igh school, college, and/or universities attended) who supports	
name of child school attending (if an adult, h who has custody name of child school attending (if an adult, h	igh school, college, and/or universities attended) who supports igh school, college, and/or universities attended)	
name of child school attending (if an adult, h who has custody name of child school attending (if an adult, h who has custody name of child	igh school, college, and/or universities attended) who supports igh school, college, and/or universities attended)	birth date

(b)	whether and to whom you pay c and, if not, the reason for your f	do not have custody of one or more hild support, whether your payment ailure to pay and any agreement you. If you need more space, use a separate s	its are curre ou have mad
recen recei offici	nt and working backward. Indica ved or anticipated, and give the n	s you have attended, beginning wi te the type of degree, certificate, o ame of an instructor, counselor, o ble. If you need more space, use the e	r diploma r other scho
		EGE, TRAINING SCHOOL, AND/OR O ST BE ATTACHED TO YOUR APPLIC	
Schoo	d	From (month/year)	To (month/yea
Numb	per and Street	Degree/Highest grade attended	Month/year awarded
Name	of school official	Telephone number of	school official
Schoo	ıl	From (month/year)	To (month/yea.
Numb	per and Street	Degree/ Highest grade attended	Month/year awarded
Name	of school official	Telephone number of	school official
Schoo	ol .	From (month/year)	To (month/year
Numb	per and Street	Degree/ Highest grade attended	Month/year awarded
	of school official	Telephone number of	school official

Residences

Type of	dwelling (i.e., Single family, duplex, etc.)	Rent/Own		Monthly payı
Number	r of rooms occupied	Number of person	ons living with the	e applicant
(b)	Provide the full address of every beginning with the present and vaccounted for. List the physical I box as an address. If you lived in number. If you need more space, use	vorking backwar ocation of your re an apartment co	d. <i>All time p</i> esidence; do emplex, list y	eriods must be not use a post of your apartment
Addr	ress	City	State	Dates (From/To
	Milita	wy Dagaud		
	Milita	ry Record		
(a)	Are you presently serving or l United States?	•	erved in the	
` /	Are you presently serving or l	nave you ever se		□ yes
Date	Are you presently serving or l United States?	nave you ever se	es):	□ yes
Date Seria	Are you presently serving or l United States? s of service:	nave you ever se	es):	□ yes
Date Seria	Are you presently serving or I United States? s of service:	nave you ever se Branch(Type of bly discharged, our discharge. 214). If you are	es): discharge: , describe in Attach a co	□ ye n detail the fact opy of your serving, please
Date Seria Deco	Are you presently serving or I United States? s of service: nl number: prations (if any) If you were other than honora circumstances surrounding you separation papers (Form DD-	nave you ever se Branch(Type of bly discharged, our discharge. 214). If you are	es): discharge: , describe in Attach a co	□ yes
Date Seria Deco	Are you presently serving or I United States? s of service: nl number: prations (if any) If you were other than honora circumstances surrounding you separation papers (Form DD-	nave you ever se Branch(Type of bly discharged, our discharge. 214). If you are	es): discharge: , describe in Attach a co	□ yes
Date Seria Deco	Are you presently serving or I United States? s of service: nl number: prations (if any) If you were other than honora circumstances surrounding you separation papers (Form DD-	nave you ever se Branch(Type of bly discharged, our discharge. 214). If you are	es): discharge: , describe in Attach a co	□ yes
Date Seria Deco	Are you presently serving or I United States? s of service: nl number: prations (if any) If you were other than honora circumstances surrounding you separation papers (Form DD-	nave you ever se Branch(Type of bly discharged, our discharge. 214). If you are	es): discharge: , describe in Attach a co	□ yes

earm? □ yes □ no
but also dicate the
□ yes □ no
.

Employment History

20. List all periods of employment and unemployment for the past seven (7) years, beginning with the present and working backward. All time periods must be accounted for. List all full and part-time work, self-employment, and any periods of unemployment. For any period of unemployment, indicate your means of support. If you need more space, please utilize the employment history supplement sheets included in this packet.

Number and Stree	t		
City		State	Zip Code
Position	Supervisor	Superviso	r's telephone number
			Telephone (include area code)
Number and Stree	t		
City		State	Zip Code
Position	Supervisor	Superviso	r's telephone number
ployer:		1	
			Telephone (include area code)
Number and Stree	t	<u>'</u>	
- C:		I g.	7: 6 1
City		State	Zip Code
	Supervisor	Superviso	r's telephone number
Position	Supervisor		
	City Position Number and Stree City Position ployer:	City Position Supervisor Number and Street City Position Supervisor ployer: Number and Street	City State Position Supervisor Superviso Number and Street City State Position Supervisor Superviso ployer: Number and Street

(b)	any employment or other application where such information was requested	l? yes □ no
	If you answered yes to either of the (a) or (b), please provide the employer's name, addressed telephone number, and explain fully below. If you need more space, use a separate sheet	ess,
	Substance Abuse Information	
(a)	Have you ever used any illegal drug? If yes, identify the drugs used, the approximate dates of drug use, and the frequency of su	yes □ no uch use.
(b)	Have you ever abused alcohol or prescription drugs? If yes, identify the drugs used or alcohol consumed, the approximate dates of the drug or abuse, and the frequency of such use.	yes □ no
(c)	Have you ever been involved in the illegal manufacture, sale or distribution drugs, other than the offense(s) for which you seek a pardon? If yes, provide complete details and dates of your involvement.	of yes □ no
(d)	Do you augrently use alsoholis hoverages?	
(d)	Do you currently use alcoholic beverages? □ y Are you a □ heavy □ moderate □ or □ light drinker?	yes □ no
	Describe your use of alcoholic beverages by amount per day, week, or month	h:

(e) Have you ever sought or participated in counseling, treatment, or a rehabilitation program for drug use or alcohol abuse? If yes, specify the dates of treatment or counseling, and provide the full name, address, and telephone number of the treatment facility and of the doctor, counselor, or other treatment provider.
Health Information
Describe your present health: □ excellent □ good □ fair □ poor
Describe any physical problems:
Are you under a doctor's care? If yes, specify what for and the full name, address, and telephone number of the doctor.
Have you ever consulted with a mental health professional (psychiatrist, psychologist, or counselor), or with another health care provider, concerning a mental health-related condition? If yes, specify the nature of the condition, the dates of treatment, the type of treatment, and the full name, address, and telephone number of the counselor or treatment provider.
Are you presently prescribed psychotropic medication? □ yes □ no If yes, specify the prescribed medication and the frequency of use.

Civil and Financial Information

	Are you currently in default or delinquer of any debt or financial obligation impose If yes, state the amount of the debt, the full name the reason for the failure to pay, and the terms of obligation.	ed upon you? \Box yes \Box e, address, and telephone number of the credito
(b)	Have any liens (including federal or state If yes, state the amount of the lien, the full name holder, the reason the lien was imposed, the cur agreement you have made to satisfy the obligati	☐ yes ☐ yes ☐ yes ☐ r , address, and telephone number of the lien rent status of the lien, and the terms of any
(c)	Have you ever filed for the discharge of y If yes, state the court in which the petition was j to be discharged, the final disposition of the act	îled, the case number, the amount of debt sough

(e) 	Have you ever been named as a party in a civil suit? If yes, state the full name, address and telephone number of any other party to the lawsuit, the court in which it was filed, the case number, the nature of the dispute, and the final disposition, including the terms of any settlement agreement.
(f)	Do you have pending any judicial or administrative proceedings with federal, state or local governments? If yes, state the full name, address and telephone number of the relevant authority involved, the jurisdiction in which the proceeding is pending, the case number, the nature of the dispute, and the current status of the matter.
(a)	Interests and Leisure Activities What do you do with your spare time when not employed?
(b)	Describe any charitable or civic activities in which you have been engaged, or other contributions you have made to the community. You may include the names of any organizations in which you have participated, the time periods of your participation, your role in these activities, and the name, address, and telephone number of a person associated with each organization who is familiar with your involvement.

Character References

(a)	Please identify three character re Character references should not be rel	ated, partnered, or married to the applicant.
name oj	findividual	date/place of birth
full add	ress, including zip code	telephone number, including area
name oj	findividual	date/place of birth
full add	ress, including zip code	telephone number, including area
name oj	f individual	date/place of birth
full add	ress, including zip code	telephone number, including area
(b)	questionnaire. You must submit Application for Pardon. Applicant	omplete the attached reference letter these questionnaires together with your c's Statement
	questionnaire. You must submit Application for Pardon.	these questionnaires together with your e's Statement
	questionnaire. You must submit Application for Pardon. Applicant	these questionnaires together with your e's Statement
	questionnaire. You must submit Application for Pardon. Applicant	these questionnaires together with your e's Statement
	questionnaire. You must submit Application for Pardon. Applicant	these questionnaires together with your e's Statement
	questionnaire. You must submit Application for Pardon. Applicant	these questionnaires together with your e's Statement
	questionnaire. You must submit Application for Pardon. Applicant	these questionnaires together with your e's Statement
	questionnaire. You must submit Application for Pardon. Applicant	these questionnaires together with your e's Statement
	questionnaire. You must submit Application for Pardon. Applicant	these questionnaires together with your 2's Statement

Certification, Authorization, and Acknowledgement

PLEASE READ CAREFULLY.

I hereby certify that all answers to the above questions and all statements contained herein are true and correct to the best of my knowledge, information, and belief. I understand that any intentional misstatements of material facts contained in this application will cause adverse action on my application for pardon, in addition to subjecting me to any other penalties provided by law.

I acknowledge that the Governor's Office of Legal Counsel and the Department of Public Safety and Correctional Services or its designated agent will investigate this application. I agree to make myself available upon request for the purposes of the investigation. I authorize any investigator, special agent, or other duly accredited representative of the Governor's Office of Legal Counsel and the Department of Public Safety and Correctional Services to obtain any information relating to my activities from schools, residential management agents, employers, criminal justice agencies, retail business establishments, courts, or other sources of information. This information may include, but is not limited to, my academic, residential, achievement, performance, attendance, disciplinary, employment history, criminal history, arrest, conviction, including the pre-sentence investigation report, if any, medical, psychiatric/psychological, health care, and financial and credit information.

I hereby release and exonerate every employer, school official, and every other person, firm, officer, corporation, association, organization or institution which shall comply in good faith with the authorization and request made herein from any and all liability of every nature and kind growing out of or in anywise pertaining to the furnishing or inspection of such documents, records and other information or the investigation made by the Governor's Office of Legal Counsel and the Department of Public Safety and Correctional Services or their authorized designated agents.

I understand that, for financial or lending institutions and certain other sources of information, a separate specific release may be needed (pursuant to their request or as may be required by law), and I may be contacted for such release at a later date.

I further authorize the Governor's Office of Legal Counsel and Department of Public Safety and Correctional Services to request criminal record information about me from criminal justice agencies from the purpose of determining my suitability for a government benefit.

I authorize custodians of records and sources of information pertaining to me to release such information upon request of the investigator, special agent, or other duly accredited representative of the Governor's Office of Legal Counsel and the Department of Public Safety and Correctional Services authorized above regardless of any previous agreement to the contrary. I understand that the information released by records custodians and sources of information is for official use by the State of Maryland only for the purposes of processing my application for a government benefit, and may be redisclosed by the Government only as authorized by law.

I understand that the disclosure of my social security number is voluntary and the failure to disclose my social security number does not prejudice my case. I understand that a pardon will not remove convictions from my record.

I understand that if a pardon is to be considered by the Governor, my request for a pardon will be advertised before or on the date the decision will be given in one or more newspapers pursuant to Article II, Section 20 of the Constitution of Maryland. I understand that if I am granted a pardon, the announcement of my pardon may be provided in the form of a press release, which is published on the

Governor's official web site www.governor.maryland.gov). This means that when your name is searched on the internet the press release announcing your pardon may appear as a search result. I also understand that if I am denied a pardon, the letter denying my application is also a public document and may be accessed by the press and the general public.

Respectfully submitted this day of		·	
	(month)	(year)	
_			
		(signature of applicant)	
Subscribed and sworn/affirmed before me this		,	·
	(month)	(year)	
_			
(SEAL)		Notary Public	
I	My commission expires:		

The information requested for this application is necessary to provide a complete picture of your character and stability. All requested items must be included or accounted for your application to be investigated. PLEASE ALSO INCLUDE (1) A COPY OF PHOTO IDENTIFICATION AND/OR YOUR DRIVER'S LICENSE AND (2) A COPY OF YOUR BIRTH CERTIFICATE. You may also submit additional letters of reference or other documents, which you believe, may help your application. You may want to obtain more than one copy of any document you submit in case your application is denied and you want to reapply.

Reference Letter #1

Reference	ce Name		
Street A	ddress		
City, Sta	ate and Zip Code		
Telepho	ne		
1.	How long have you known the applicant?	Y	ears
2.	In what capacity or under what circumstances have you known the applican opportunities you have had to observe the applicant (for example, as a cowo neighbor).		r
3.	Please provide information you know about the applicant's involvement in which pardon consideration is requested.	the offense(s) for	
4.	Has the applicant to your knowledge been involved in any incident since the pardon consideration is requested which might reflect unfavorably on his or please describe the incident(s).		
4.	Do you recommend the applicant for a pardon? \square yes \square no. Please explain reason for your answer.	in some detail the	:
Signatur	e of Reference	Date	
_	tment of Public Safety and Correctional Services	September 2023	_ 20

Reference Letter #2

Refere	nce Name	
Street	Address	
City, S	tate and Zip Code	
Teleph	one	
1.	How long have you known the applicant?	Years
2.	In what capacity or under what circumstances have you known the applicant opportunities you have had to observe the applicant (for example, as a cowe neighbor).	
3.	Please provide information you know about the applicant's involvement in which pardon consideration is requested.	the offense(s) for
4.	Has the applicant to your knowledge been involved in any incident since th pardon consideration is requested which might reflect unfavorably on his or please describe the incident(s).	
4.	Do you recommend the applicant for a pardon? \Box yes \Box no. Please explain reason for your answer.	in some detail the
Signati	ure of Reference	Date

Reference Letter #3

Referen	ce Name		
Street A	address		
City, St	ate and Zip Code		
Telepho	one		
1.	How long have you known the applicant?	Y6	ears
2.	In what capacity or under what circumstances have you known the applicant opportunities you have had to observe the applicant (for example, as a cowo neighbor).		
3.	Please provide information you know about the applicant's involvement in which pardon consideration is requested.	the offense(s) for	
4.	Has the applicant to your knowledge been involved in any incident since the pardon consideration is requested which might reflect unfavorably on his or please describe the incident(s).		
4.	Do you recommend the applicant for a pardon? ☐ yes ☐ no. Please explain reason for your answer.	in some detail the	
Signatu	re of Reference	Date	
Depar	tment of Public Safety and Correctional Services	September 2023	

Employment History Supplement Sheet #1

Present employer			T	Celephone (include area code)		
Date applicant began this employment (month/year):	Number and Street					
	City		State	Zip Code		
Type of business	Position	Supervisor	Supervisor	's telephone number		
			·			
Employer			T	elephone (include area code)		
Start date:	Number and Stree	t				
End date:						
	City		State	Zip Code		
Type of business	Position	Supervisor	Supervisor'	's telephone number		
Reason for leaving empl	loyer:		'			
Employer				elephone (include area code)		
Start date:	Number and Stree	t				
End date:						
	City		State	Zip Code		
Type of business	Position	Supervisor	Supervisor'	's telephone number		
Reason for leaving empl	loyer:					
Employer			Т	elephone (include area code)		
Start date:	Number and Stree	t	1			
End date:	1					
	City		State	Zip Code		
Type of business	Position	Supervisor	Supervisor '	's telephone number		
Reason for leaving empl	loyer:					

Employment History Supplement Sheet #2

Present employer			Tel	ephone (include area code)	
Date applicant began this employment (month/year):	Number and Stree	t			
	City		State	Zip Code	
Type of business	Position	Supervisor	Supervisor's	telephone number	
Employer			Tel	ephone (include area code)	
Start date:	Number and Stree	t			
End date:					
	City		State	Zip Code	
Type of business	Position	Supervisor	Supervisor's	telephone number	
Reason for leaving emp	ployer:				
Employer			Tel	ephone (include area code)	
tart date:	Number and Stree	t			
End date:	City		State	Zip Code	
Type of business	Position	Supervisor	Supervisor's	rvisor's telephone number	
Reason for leaving emp	ployer:				
Employer			Tel	ephone (include area code)	
	Number and Stree	t	Tel	ephone (include area code)	
Employer Start date: End date:	Number and Stree	t	Tel	ephone (include area code) Zip Code	
Start date:	_	t Supervisor	State		

Education History Supplement Sheet

A COPY OF ANY HIGH SCHOOL, COLLEGE, TRAINING SCHOOL, AND/OR UNIVERSITY DIPLOMA(S) OR CERTIFICATE(S) MUST BE ATTACHED TO YOUR APPLICATION.

~		T		
School	From (month/year)	To (month/year)		
Number and Street	Degree/Highest	Month/year		
	grade attended	awarded		
Name of school official	Telephone number of	Telephone number of school official		
School	From (month/year)	To (month/year)		
Number and Street	Degree/ Highest	Month/year awarded		
	grade attended	awaraea		
Name of school official	Telephone number of	Telephone number of school official		
School	From (month/year)	To (month/year)		
Number and Street	Degree/ Highest grade attended	Month/year awarded		
	g. and antended	arrar aca		
Name of school official	Telephone number of	Telephone number of school official		
School	From (month/year)	To (month/year)		
School	Trom (monutyear)	10 (month year)		
Number and Street	Degree/Highest grade attended	Month/year awarded		
Name of school official	Telephone number of	Telephone number of school official		
	1			
School	From (month/year)	To (month/year)		
Number and Street	Degree/ Highest grade attended	Month/year awarded		
Name of school official	Telephone number of	school official		

Residences Supplement Sheet

Address	City	State	Dates (From/To)