



State of Tennessee  
**BOARD OF PAROLE**  
**DIVISION OF BOARD OPERATIONS**  
404 James Robertson Parkway, Suite 1300  
Nashville, Tennessee 37243-0850  
Phone: 615-741-1150 • Fax: 615-741-5337



## Application for Pardon

I, \_\_\_\_\_, am hereby applying for a pardon, and I understand that I must meet all of the Governor's criteria.

### PARDONS

Meeting the requirements set forth in these guidelines is merely a threshold inquiry in the consideration of pardon relief. The final determination of whether a pardon will be granted lies with the Governor after review of the petition and any non-binding recommendation of the Board. Before the Board considers a petition for a pardon, the applicant shall have completed his or her sentence, including any community supervision.

All pardon petitions must be received by the Board by July 1, 2022 to provide adequate time for review and any necessary hearings before the end of the governor's term.

In order to provide guidance to the Board in reviewing pardon petitions and in determining its non-binding recommendations to the Governor, the Governor has established the following criteria:

1. The Governor will give serious consideration to Pardon requests when:
  - a. Petitioner has been neither convicted, nor confined under sentence, nor subject to community supervision within five (5) years since the completion of the sentence(s) from which he or she seeks a pardon; **and**
  - b. Petitioner has demonstrated exemplary citizenship since the completion of the sentence(s) from which he or she seeks a pardon, which shall mean both specific achievements and incident-free behavior that indicates an extraordinary transformation following the conviction(s) at issue; **and**
  - c. Petitioner has demonstrated a compelling reason for a pardon.
  
2. Petitioner has the obligation to provide written verification of exemplary citizenship and of a compelling reason in conjunction with subdivisions 1(b) and 1(c) above. The demonstration of exemplary citizenship shall, among other things, include written communication from at least five (5) persons other than the petitioner or a member of the petitioner's family verifying the period of exemplary citizenship. In addition, the demonstration of a compelling reason for a pardon must be verified, in writing, by at least one (1) source other than the petitioner or a member of the petitioner's family; provided, however, that the Board may waive this requirement if the circumstances warrant. Generally, the reason for a pardon will not be found to be compelling when other provisions of the law, such as the expungement laws, allow the petitioner to seek appropriate relief.

**GENERAL INFORMATION**

Name: \_\_\_\_\_ List alias (if any): \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Race \_\_\_\_\_ Sex  M  F Social Security Number \_\_\_\_\_ Driver License Number \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

List Telephone Number(s) Where You May Be Reached:

Home \_\_\_\_\_ Day Time \_\_\_\_\_ Cellular \_\_\_\_\_

Please Check The Box That Applies To Your Marital Status:

Single  Married  Divorced  Widowed

If Married, Date Of Marriage: \_\_\_\_\_ Name of Spouse: \_\_\_\_\_

Spouse's Employment: \_\_\_\_\_  
Employer's Name Telephone Number

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

List All Children and Ages:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who Has Current Custody Of The Children?

Name Relationship Relationship To Children

Do you have any outstanding court orders concerning child support? Yes No

**IF YES, PROVIDE A CERTIFIED COPY OF THE ORDER.**

Do you have any outstanding fines or forfeitures? Yes No

**IF YES, PROVIDE A CERTIFIED COPY OF THE ORDER.**

**CRIMINAL INFORMATION**

List Your Tennessee Department of Corrections I.D. Number, or Probation I.D. Number: \_\_\_\_\_

If You Did Not Receive a TDOC Number, Give Your Jail I.D.: \_\_\_\_\_

Below List All Convictions from all jurisdictions, Including Juvenile Offenses:

Age	Date	Conviction	County and State	Disposition
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Attach a One (1) Page Narrative Summary of Your Participation in the Crime for which You are Requesting a Pardon. Please include as much detail as possible about your crime.**

**THE FOLLOWING INFORMATION MUST BE CERTIFIED AND SUBMITTED WITH YOUR APPLICATION**

- Copies of Convictions / Judgments
- A Copy of Any Order Granting Probation
- A Copy of Any Order of Discharge from Probation or Parole
- A Copy of Your Criminal History

**EDUCATIONAL INFORMATION**

Highest level of education attained: \_\_\_\_\_

List Any Vocational Training and Dates Attended:

Training	Date
_____	_____
_____	_____
_____	_____
_____	_____

**SUBMIT COPIES OF YOUR DIPLOMA(S), DEGREE(S), CERTIFICATE(S) OR CURRENT PROFESSIONAL LICENSE(S)**

**MILITARY INFORMATION**

Branch of Service (N/A if you did not serve)	Discharge Date	Type of Discharge
_____	_____	_____

List any commendations or decorations received:

**A COPY OF YOUR DISCHARGE (DD-214) SHOULD BE SUBMITTED WITH YOUR APPLICATION**

**FAMILY INFORMATION**

Father's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_  
Street Address City State Zip Code

Father's Employer: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_  
Street Address City State Zip Code

Mother's Employer: \_\_\_\_\_

List All Siblings, Include Current Name, Address, Area Code and Telephone Number (s):

Current Name	Address	Area Code & Telephone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**EMPLOYMENT INFORMATION**

(PLEASE ATTACH ADDITIONAL SHEETS IF NECESSARY)

Current Employer: \_\_\_\_\_

\_\_\_\_\_  
Street Address City State Zip Code

\_\_\_\_\_  
Supervisor Date Of Employment Job Title

RESPONSIBILITIES:

**EMPLOYMENT INFORMATION** (continued)

List Your Employment History for The Last Ten (10) Years:

Employer	Dates of Employment	Job Title
RESPONSIBILITIES:		

Employer	Dates of Employment	Job Title
RESPONSIBILITIES:		

Employer	Dates of Employment	Job Title
RESPONSIBILITIES:		

Employer	Dates of Employment	Job Title
RESPONSIBILITIES:		

I affirm that I have read, or had read to me, and understand the instructions, questions and statements within this application. I understand that I have an affirmative duty to update all information in this application, as appropriate, in a timely manner, including my contact information. I also affirm that this application has been completed in its entirety, that ALL responses made in the application, or attached to the application, are true and correct to the best of my knowledge, that in my judgment I meet ALL the criteria on which this application is based and, therefore, am applying for a pardon under the criteria noted in this application.

\_\_\_\_\_  
Petitioner's Signature

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me \_\_\_\_\_, the undersigned officer, personally  
appeared \_\_\_\_\_

Known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purpose herein contained. In witness whereof, I hereunto set my hand and official seal.

Witness my hand, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature of Notary

My Commission Expires: \_\_\_\_\_

If this application was completed by someone other than the applicant, the person completing the application must provide their name, address, telephone number, and relationship to the applicant in the space provided below.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Preparer's Signature

\_\_\_\_\_  
Relationship to Petitioner

\_\_\_\_\_  
Telephone (including area code)

## **Pardon Application Checklist and Instructions**

### **Before submitting your Pardon application, be sure you have included or completed the following:**

- Cover letter stating a compelling reason.
- One (1) page narrative summary of the crime for which you are requesting a pardon, including as much detail as possible about the crime and your participation.
- Five (5) support letters written by people other than the applicant or the applicant's family members verifying the exemplary citizenship. Each letter must be signed by the author of the letter. You must submit each original, signed letter. At least one (1) support letter must also verify your compelling reason for seeking a pardon.
- Certified copy of your criminal history report from the Tennessee Bureau of Investigation (TBI).
- Certified copy of each judgment/conviction for which you are requesting a pardon.
- Certified copy of the order granting probation (if applicable).
- Certified copy of the order(s) of discharge from probation and/or parole (if applicable).
- If your compelling reason is to obtain certain employment, please provide documentation that you have been previously denied employment based upon your criminal record.
- Copies of diplomas, degrees, certificates, and professional licenses (if applicable).
- Copy of military discharge form DD-214 (if applicable).
- Certified copy of any outstanding child support order (if applicable).
- Certified copy of any outstanding fines or forfeitures (if applicable).
- Ensure that all responses are typed or printed legibly.
- Page six (6) of the application is signed by the applicant and notarized. You must submit the original, notarized application for review. Each application must contain the applicant's signature unless the applicant is physically or mentally incapable of signing, in which case that incapacity must be documented in a cover letter.
- Make a copy of your application and any attachments for your records. Your application and any attachments will not be returned once accepted for review.

If you have questions about this application, please contact our office at (615) 741-1150.