

## **Department of Public Safety and Correctional Services**

Maryland Parole Commission

6776 REISTERSTOWN ROAD • BALTIMORE, MARYLAND 21215-2314 (410) 585-3200 • FAX (410) 321-2314 • TOLL FREE (877) 241-5428 • V/TTY (800) 735-2258 • <u>www.dpscs.state.md.us</u>

STATE OF MARYLAND

MARTIN O'MALLEY GOVERNOR

ANTHONY G. BROWN LT. GOVERNOR GARY A. MAYNARD

SECRETARY DAVID R. BLUMBERG CHAIRMAN **Pardon Application Checklist** 

Before sending your application, make certain that you have:

- \_\_\_\_ Completed each section of the application.
- \_\_\_\_\_ Signed & notarized the Certification, Authorization, and Acknowledgement.
- \_\_\_\_ Attached the following:
  - 1. Three (3) completed character reference letters (pages 20, 21, & 22 of the application).
  - 2. Copy of photo identification or your driver's license.
  - 3. 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.
  - 6. 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 the completed Application for Pardon and all attachments for your files.

# **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	e:					
	First		Middle		Last	
Address:	Number	Street		City	State	Zip Coo
Telephon	e Number:	a code)	Social S	ecurity N	umber:	
Date and	place of birth:	,				
Sex:	Height	:	Weight:		Race:	
	ever applied for					
petition.	ine une you uppi	eu jor puruon	and the date you	were notifi	ed of the final dispo	<b>yes</b> <i>c</i> osition of the
petition.					ed of the final dispo	osition of the

#### **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 §5-101 of the Public Safety Article 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

4. If you appealed any of your convictions or sentences, please provide the date of the decision(s) by the Court. Also provide citations to any published judicial opinion(s), and a copy of any unpublished opinion(s), if available.

#### 5. List your institutional incarceration history, if applicable.

Name of Institution	Date Entered	Date Released	Institutional Number

6. List your parole and/or probation history, if applicable.

Date Began	Date Ended	Agent's Name	Office Location	City and State

# 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). Do not simply repeat the description of the offense contained in the indictment or the pre-sentence report, or 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 to the charge(s) to which you pled guilty. If you need more space, use a separate sheet of paper.



# 8. Have you ever been arrested, taken into custody, held for investigation or questioning, charged by any law enforcement authority, or convicted in any court, either as a juvenile or an adult, for any other incident?

For each such incident, state the following: the date, the nature of the charge, the relevant facts, the law enforcement authority involved, the location, and the disposition of the incident (i.e., guilty, nolle prosequi, stet, dismissed or not guilty). You must list every violation, including traffic violations that resulted in an arrest or criminal charge, such as driving under the influence. You are expected to describe in your own words the relevant factual circumstances of each incident. Any omission will be considered a falsification. If you need more space, use a separate sheet of paper.



5

### **Offense(s)** For Which Pardon Is Sought

	<u>.</u>		 
	•••••		 <b>_</b> _, , , , , , , , , , , , , , , , , , ,
State your reaso	ns for seeking a par	don.	
	••••••••••••••••••••••••••••••••••••••		 
	• · · · · · · · · · · · · · · · · · · ·		 
			 <b>.</b>
	<u>.</u>		 
	• • • • • • • • • • • • • • • • • • • •		 <u> </u>

6

#### **Biographical Information**

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

Name (Place a check mark beside name if ever arrested)	Relationship	Age	Present Address & Telephone Number	Occupation and Highest School Grade Completed

**12.** Current marital status: Never Married Married Divorced Widowed Separated *For each marriage, including common law, fill in the requested information:* 

name of spouse		date/place of birth
full address, including zip co	ode	telephone number, including area code
age when married	date and place for divorce (if applicable)	number of children
name of spouse		date/place of birth
full address, including zip co	ode	telephone number, including area code
age when married	date and place for divorce (if applicable)	number of children

#### **Please identify any other individuals with whom you had children.** *If you need more space, use a separate sheet of paper.* 13.

14.

name of individual		date/place of birth
full address, including zip code		telephone number, including area code
ige when relationship began	number of children	
name of individual		date/place of birth
ull address, including zip code		telephone number, including area code
age when relationship began	number of children	
	<b>en, including those from a pre</b> pace, use a separate sheet of paper	evious marriage or relationship.
name of child		birth date
cchool attending (if an adult, high	school, college, and/or university attended)	
who has custody	who suppo	rts
name of child		birth date
chool attending (if an adult, high	school, college, and/or universities attended	<i>d</i> )
who has custody	who suppo	vrts
	who suppo	birth date
name of child	who suppo school, college, and/or universities attended	birth date
name of child school attending (if an adult, high		birth date d)
name of child school attending (if an adult, high who has custody	school, college, and/or universities attended	birth date d)
who has custody name of child	school, college, and/or universities attended	birth date d) orts birth date

- (b) If you have minor children, but do not have custody of one or more of them, indicate whether and to whom you pay child support, whether your payments are current, and, if not, the reason for your failure to pay and any agreement you have made to satisfy your payment obligation. *If you need more space, use a separate sheet a paper.*
- 15. List the complete address of all schools you have attended, beginning with the most recent and working backward. Indicate the type of degree, certificate, or diploma received or anticipated, and give the name of an instructor, counselor, or other school official who knows you well, if applicable. If you need more space, use the education history supplement form included in this packet.

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

School	From (month/year)	To (month/year)
Number and Street	Degree/Highest grade attended	Month/year awarded
Name of school official	Telephone number of s	chool official

School	From (month/year)	To (month/year)
Number and Street	Degree/ Highest grade attended	Month/year awarded
Name of school official	Telephone number of s	school official

School	From (month/year)	To (month/year)
Number and Street	Degree/Highest grade attended	Month/year awarded
Name of school official	Telephone number of s	school official

#### Residences

#### 16. (a) Current Residence.

*Type of dwelling (i.e., Single family, duplex, etc.)* 

Monthly payment/rent

Number	of rooms	occupied

Number of persons living with the applicant

(b) Provide the full address of every place you have lived over the last ten (10) years, beginning with the present and working backward. All time periods must be accounted for. List the physical location of your residence; do not use a post office box as an address. If you lived in an apartment complex, list your apartment number. If you need more space, use the residences supplement sheet included in this packet.

Address	City	State	Dates (From/To)

#### **Military Record**

17. (a) Are you presently serving or have you ever served in the armed forces of the United States?

Dates of service: \_\_\_\_\_ Branch(es): \_\_\_\_\_

Serial number:	Type of discharge:
----------------	--------------------

Decorations (if any)

(b) If you were other than honorably discharged, describe in detail the factual circumstances surrounding your discharge. Attach a copy of your separation papers (Form DD-214). If you are currently serving, please state your current rank and indicate whether you are on active duty.

	While serving in the armed forces, have you or did you receive non-judicial punishment, or were you the defendant in any court martial? If yes, state fully the nature of the charge, the relevant facts, the disposition of the proceedings, the date thereof, and the name and address of the authority in possession of the records thereof. If you were convicted of an offense by court-martial, with respect to each conviction, provide a copy of the court-martial promulgating order.			
	Firearms History			
<b>(a)</b>	Have you ever owned, possessed, carried, or otherwise used a firearm?			
(b)	<b>If yes, please describe your experience(s ) with firearms.</b> Your description should not only include previous criminal offenses, if applicable, but also firearms usage for personal, recreational, and professional reasons. Please also indicate the type(s) of firearm(s) used. If you need more space, use a separate sheet of paper.			
(a)	Are you requesting relief from federal firearms restrictions?			

#### **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.

Present employer				Telephone	e (include area code)
Date applicant began this employment (month/year):	Number and Street				
	City		State		Zip Code
Type of business	Position	Supervisor	Supervis	or's telepho	ne number

Employer				Telephone (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 en	nployer:				

Employer			Tele	ephone (include area code)
Start date:	Number and Stree	et		
End date:				
	City		State	Zip Code
Type of business	Position	Supervisor	Supervisor's te	elephone number
Reason for leaving en	nployer:			

(a) Have you been fired or left a job following allegations of misconduct or unsatisfactory job performance?

 $\Box$  yes  $\Box$ no

#### **(b)** Have you ever failed to list your conviction(s) or any other arrest(s) on any employment or other application where such information was requested?

	Substance Abuse Information
(a)	<b>Have you ever used any illegal drug?</b> $\Box$ yes $\Box$ <i>If yes, identify the drugs used, the approximate dates of drug use, and the frequency of such use.</i>
(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 alcohol abuse, and the frequency of such use.
(c)	Have you ever been involved in the illegal manufacture, sale or distribution of drugs, other than the offense(s) for which you seek a pardon?  ges If yes, provide complete details and dates of your involvement.
 (d)	Do you currently use alcoholic beverages?
(u)	Are you a $\square$ heavy $\square$ moderate $\square$ or $\square$ light drinker?

21.

		(e) Have you ever sought or participated in counseling, treatment, or a rehabilitation program for drug use or alcohol abuse?  yes no lf 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.		
	<b>(a)</b>	Health Information		
22.	(a) (b)	Describe your present health: $\Box$ excellent $\Box$ good $\Box$ fair $\Box$ poor Describe any physical problems:		
	(c)	Are you under a doctor's care? $\Box$ yes $\Box$ no If yes, specify what for and the full name, address, and telephone number of the doctor.		
	(d)	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?		
	(e)	Are you presently prescribed psychotropic medication?  ges no If yes, specify the prescribed medication and the frequency of use.		

#### **Civil and Financial Information**

23.

Are you currently in default or delinquent in any way in the payment or discharge **(a)** of any debt or financial obligation imposed upon you?  $\Box$  yes  $\Box$ no If yes, state the amount of the debt, the full name, address, and telephone number of the creditor, the reason for the failure to pay, and the terms of any agreement you have made to satisfy the obligation. Have any liens (including federal or state tax liens) been filed against you? **(b)**  $\Box$  yes  $\Box$ no If yes, state the amount of the lien, the full name, address, and telephone number of the lien holder, the reason the lien was imposed, the current status of the lien, and the terms of any agreement you have made to satisfy the obligation. Have you ever filed for the discharge of your debts in bankruptcy? (c)  $\Box$  yes  $\Box$ no If yes, state the court in which the petition was filed, the case number, the amount of debt sought to be discharged, the final disposition of the action, and the date of disposition.

#### (d) Specify your current assets and liabilities.

Assets: (Real Estate owned, Insurance, Amount and Premiums, Pensions, Stocks, Bonds, Rentals and Personal Income)	Liabilities: (Mortgage, Rent, Utilities, Credit Card accounts, fines, child support, restitution)

Have you ever been named as a party in a civil suit? **(e)**  $\Box$  yes  $\Box$ no 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. Do you have pending any judicial or administrative proceedings with federal, state **(f)** or local governments?  $\Box$  yes  $\Box$ no 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. **Interests and Leisure Activities** What do you do with your spare time when not employed? **(a) (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.

24.

16

#### **Character References**

#### 25. **(a)** Please identify three character references.

Character references should not be related, partnered, or married to the applicant.

name of individual	date/place of birth
full address, including zip code	telephone number, including area code
name of individual	date/place of birth
full address, including zip code	telephone number, including area code
name of individual	date/place of birth
full address, including zip code	telephone number, including area code

telephone number, including area code

Each character reference must complete the attached reference letter (b) questionnaire. You must submit these questionnaires together with your Application for Pardon.

#### **Applicant's Statement**

#### 26. In allotted space only, state why you believe you merit a pardon.

#### 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 (<u>www.gov.state.md.us</u>). 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	
1	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**

Refer	ence Name	
Street	Address	
City,	State and Zip Code	
Telep	hone	
1.	How long have you known the applicant?	Years
2.	In what capacity or under what circumstances have you known to opportunities you have had to observe the applicant (for example	

- 3. Please provide information you know about the applicant's involvement in the offense(s) for which pardon consideration is requested.
- 4. Has the applicant to your knowledge been involved in any incident since the offense(s) for which pardon consideration is requested which might reflect unfavorably on his or her character? If so, please describe the incident(s).
- 4. Do you recommend the applicant for a pardon? yes no.Please explain in some detail the reason for your answer.

Signature of Reference

neighbor).

#### **Reference Letter #2**

Refer	ence Name	
Street	Address	
City,	State and Zip Code	
Telep	hone	
1.	How long have you known the applicant?	Years
2.	In what capacity or under what circumstances have you known the opportunities you have had to observe the applicant (for example,	

- 3. Please provide information you know about the applicant's involvement in the offense(s) for which pardon consideration is requested.
- 4. Has the applicant to your knowledge been involved in any incident since the offense(s) for which pardon consideration is requested which might reflect unfavorably on his or her character? If so, please describe the incident(s).
- 4. Do you recommend the applicant for a pardon? yes no.Please explain in some detail the reason for your answer.

Signature of Reference

neighbor).

#### **Reference Letter #3**

Refer	ence Name	
Street	t Address	
City,	State and Zip Code	
Telep	hone	
1.	How long have you known the applicant?	Years
2.	In what capacity or under what circumstances have you known the opportunities you have had to observe the applicant (for example,	

- 3. Please provide information you know about the applicant's involvement in the offense(s) for which pardon consideration is requested.
- 4. Has the applicant to your knowledge been involved in any incident since the offense(s) for which pardon consideration is requested which might reflect unfavorably on his or her character? If so, please describe the incident(s).
- 4. Do you recommend the applicant for a pardon?  $\Box$  yes  $\Box$  no.Please explain in some detail the reason for your answer.

Signature of Reference

neighbor).

#### **Employment History Supplement Sheet #1**

Present employer				Telephone (include area code)
Date applicant began this employment (month/year):	Number and Stree			
	City		State	Zip Code
Type of business	Position Supervisor Supervi		rvisor's telephone number	

Employer			Tel	lephone (include area code)
Start date:	Number and Stree	et		
End date:	City		State	Zip Code
Type of business	Position	Supervisor	Supervisor's	telephone number
Reason for leaving et	mployer:			

Employer			Tel	ephone (include area code)
Start date:	Number and Stree	2ť		
End date:				
	City		State	Zip Code
Type of business	Position	Supervisor	Supervisor's	telephone number
Reason for leaving er	mployer:			

Employer	Telephone	e (include area code)			
Start date:	Number and Street				
End date:					
	City		State		Zip Code
Type of business	Position	Supervisor	Supervis	or's telepho	ne number
Reason for leaving empl	oyer:				

#### **Employment History Supplement Sheet #2**

Present employer				Telephone (include area code)
Date applicant began this employment (month/year):	Number and Street			
	City		State	Zip Code
Type of business	Position	Supervisor	Supervis	or's telephone number

Employer			Tele	ephone (include area code)
Start date:	Number and Stree	et	I	
End date:				
	City		State	Zip Code
Type of business	Position	Supervisor	Supervisor's t	elephone number
Reason for leaving et	mployer:	I	l	

Employer			Tele	ephone (include area code)
Start date:	Number and Stree	2ť		
End date:				
	City		State	Zip Code
Type of business	Position Supervisor Supervi			elephone number
Reason for leaving en	nployer:		·	

Employer			Те	lephone (include area code)
Start date:	Number and Stree	et		
End date:				
	City		State	Zip Code
Type of business	Position	Supervisor	Supervisor's	telephone number
Reason for leaving en	nployer:		<b>I</b>	

#### **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.

School	From (month/year)	To (month/year)
Number and Street	Degree/Highest grade attended	Month/year awarded
Name of school official	Telephone number of s	school official

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	

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	

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	

School	From (month/year)	To (month/year)	
Number and Street	Degree/Highest grade attended	Month/year awarded	
Name of school official	Telephone number of	Telephone number of school official	

#### **Residences Supplement Sheet**

Address	City	State	Dates (From/To)