

INSTRUCTIONS FOR FILING A PETITION FOR REPRIEVE, COMMUTATION, OR PARDON

Please read all of the Instructions for Filing a Petition. Complete the Petition for Reprieve, Commutation or Pardon form in its entirety, giving detailed information, and when necessary, attaching additional sheets of paper sufficient to provide a response. **Each section must be completed and each box checked appropriately. Please do not write “see attached.”**

There are two ways to submit a Petition.

1. The Washington State Clemency and Pardons Board (“Board”) prefers to receive and send Board related notices and materials in electronic format whenever possible. In keeping with this process, we ask that you submit your petition electronically in an Adobe Reader compatible format via email to CPBoard@atg.wa.gov. After the petition is received electronically, an email will be sent confirming receipt of the petition. Please be patient as we occasionally experience high volumes of petitions for clemency.

We have found that by communicating with the petitioner via email, we can provide a faster and more efficient application processing time.

2. If you do not have access to a computer and/or the internet, you may mail your petition to:

**Washington State Clemency and Pardons Board
Office of the Attorney General
PO Box 40116
Olympia, Washington 98504-0116**

If you are submitting your Petition by mail, please only enclose **one** petition and all attachments. We do not conform copies and return them to you. Do NOT send original documents as attachments because we will not return them.

Please carefully read the instructions below to ensure you allow for timely processing of your petition. Failure to comply with these instructions may result in a request for more information or, in some instances, rejection.

Digital signatures are not accepted. **You may provide your signed signature page and signed Waiver and Authorization to Release Information page to us electronically. This is the preferred method.** If you choose to electronically submit the pages, please ensure the scans are clear, complete, and the signature is clearly visible. We reserve the right to request a hard copy of the signed pages. The email address these pages can be sent to is cpboard@atg.wa.gov. If you choose to mail the signature pages, the address is specified above.

The Board does not consider misdemeanor or gross misdemeanor convictions, even if you are also requesting clemency for a felony conviction.

You are **limited to 25 pages** in your petition packet in addition to the actual petition form, the required Judgment and Sentence, and the required charging documents, *i.e.*, Probable Cause,

Information, Indictment, and/or Complaint for which relief is being sought. For incarcerated individuals, you are required to provide your DOC infraction history (only founded infractions). If you are not able to obtain a copy of your DOC infraction history, please flag this for us and we will obtain a copy for our records. If your file is selected for hearing, you can submit any remaining documents for the Board's review up to **two (2) weeks** prior to your hearing date.

A copy of the Judgment and Sentence and charging document from which the petitioner seeks relief are mandatory. A copy of the Judgment and Sentence and charging document can be obtained by contacting the Clerk of the Court where the petitioner was sentenced; or, if incarcerated, by requesting a copy from the petitioner's Central File. The Governor cannot pardon a federal criminal offense or a conviction from another state.

List in your attachments how many letters in support you have, you do not need to send them in until the Board decides if you are granted a hearing. You are strongly encouraged to provide letters of recommendation from all sources. Letters of recommendation must state the full name, address and daytime telephone number of the author and acknowledge the author's awareness of your conviction and intent to request a pardon or commutation.

List commendations, awards, certificates of completion, transcripts and diplomas you have achieved. Do not add them to the petition unless you have been granted a hearing. Please do not submit original documents as they will not be returned to you. We randomly verify authenticity of submitted documentation. **Do not** attach tax returns, paycheck stubs, or other financial documents.

If you are granted a hearing, and have copies of the following documents, it may be helpful to provide the Board with a copy:

- Psychological Evaluation Reports provided to opposing counsel by either party or filed with the court by either party.
- Sex Offender Evaluation Reports provided by the defense to opposing counsel or to the Court.
- Medical Reports or records provided by the defense to opposing counsel or to the Court.
- Plea Agreement.
- The Statement of Defendant on plea of guilty.
- Department of Corrections Pre-Sentence Report.
- Sentencing memoranda filed by either party.
- No Contact / Restraining Orders.

Failure to complete every section on the petition form may render the submission as incomplete.

DO NOT write “See attached.” Use the space provided to start answering the question and include any information that does not fit in the space on a separate piece of paper.

DO NOT staple or otherwise permanently bind your petition and/or any portion of the attachments. A petition with attachments may be clipped, clamped, placed in three-ring binders, or otherwise packaged in a temporary fashion.

DO NOT enclose your Petition and/or attachments in plastic sheet protectors.

DO NOT submit double-sided documents in the original petition as this interferes with the scanning process.

DO NOT use tabs or other dividers as this interferes with the scanning process.

The petition and materials submitted with it will become property of the Office of the Governor and will not be returned to the petitioner. Please keep a copy of the petition and attachments for your personal records.

Please be aware that all or some information on the petition, including attachments, and any information obtained by the Clemency and Pardons Board staff may be considered public record and subject to public disclosure under the Washington Public Records Act, chapter 42.56 RCW.

Written notification must be given to the Clemency and Pardons Board if you change your email address, place of residence, telephone number or place of employment prior to the final disposition of the petition. If you are convicted or charged with a new offense after filing your petition, please notify the Clemency & Pardons Board immediately.

If you decide to withdraw your petition, you must notify the Clemency and Pardons Board immediately in writing at the address below. If you withdraw your petition after it is scheduled for a hearing, you will need to wait **two (2) years** before submitting a new petition.

Although not required, you have the right to retain counsel to prepare your petition and, if selected for hearing, to represent you at the hearing. **If you acquire legal counsel, all further communications between you and the Board Staff must be through your attorney.**

Please understand that the Governor only grants clemency under the most rare and exceptional of circumstances. Restoration of firearms rights requires personal action by the Governor through his pardon power. To date, firearms rights have rarely been restored—and in fact those rights have specifically *not* been restored in most pardons granted. Requests for restoration of the right to possess firearms are treated the same as any other request for clemency. The Federal government, Division of Alcohol, Tobacco, and Firearms has the power to restore firearms rights. However, we understand that Congress has barred them from exercising that power.