

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

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.

There are two ways to submit a Petition.

1. The Washington State Clemency and Pardons Board (“Board”) is capable of receiving and sending 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](mailto: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 the:

Washington State Clemency and Pardons Board  
c/o Jennifer Rhéaume  
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 directions 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.

Regardless of whether you submit your Petition electronically or via U.S. Mail, you **MUST** send the **original, signed signature page, and the Waiver and Authorization to Release Information** to the address specified above.

You are limited to **25 pages**, in addition to the actual petition form and the required Judgment and Sentence, and required DOC infraction history for the past 2 years. If your file is selected for hearing, you can submit any remaining documents for the Board’s review, prior to your hearing date.

**A copy of the Judgment and Sentence from which the Petitioner seeks relief is mandatory.** A copy of the Judgment and Sentence 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've 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 have copies of the following documents, it may be helpful to provide the Board with a copy, **if you are granted a hearing:**

- 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 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 2 years before submitting a new hearing.

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 in 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.