

PARDON ELIGIBILITY NOTICE

JD-AP-192 Rev. 2-21
C.G.S. §§ 54-124a, 54-130f

Instruction to Probation Officer:

Give the original form to the probationer in person or send it by mail to the probationer's last known address.

STATE OF CONNECTICUT
JUDICIAL BRANCH
COURT SUPPORT SERVICES DIVISION
ADULT PROBATION SERVICES
www.jud.ct.gov



(Name, mailing address, city, state, zip code)

TO:

Name of probationer	CMIS client number	Date notice sent/provided to probationer

Included with this letter is information from the Board of Pardons and Parole (Board) about the pardon process. Your Probation Officer is required to give you this information because you are scheduled to complete, or have already completed, your period of probation.

It is the Board that will decide whether you are eligible for a pardon. Your Probation Officer will not be involved in that decision. So, if you have any questions about the pardon process or want to apply for a pardon, you can get more information from the Board's website at www.ct.gov/bopp/cwp/view.asp?a=4331&q=510432.

You can also contact the Board at (203) 805-6643 or e-mail at ct.bpp@ct.gov.

ADA NOTICE

The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at www.jud.ct.gov/ADA.

COMMUTATION

What is a Commutation?

A Commutation is the change of your current sentence – whether incarcerated or on supervision – to a lesser term. Please note, you may not apply for a Commutation unless all judicial remedies have been exhausted (i.e., sentence modification, habeas, application for early parole or probation discharge.)

Who May Apply?

If you are currently serving a sentence or are under supervision as follows:

- sentence of *8 or more* years—eligible after 4 years
- sentence of *less than 8* years—eligible after 50%

How Do I Apply?

If you or someone you know is incarcerated, applications and instructions can be obtained from the Correctional Facility where you/the individual is housed. Applications and instructions are also available on the agency's website at www.ct.gov/bopp or by calling (203) 805-6643. The Board currently holds two (2) Commutation hearings per year.

BOARD OF PARDONS AND PAROLES MISSION:

The Mission of the Board of Pardons and Paroles is to facilitate the successful reintegration of suitable offenders into the community.

BOARD OF PARDONS AND PAROLES VISION:

- Reduced recidivism;
- More investment in crime prevention;
- Reduced victimization;
- Less violent, safer communities;
- An increased capacity to measure all of the above.

FOR MORE INFORMATION

Address:

State of Connecticut
Board of Pardons and Paroles
55 West Main St.
Waterbury, CT 06702

Phone Numbers:

(203) 805-6605 Parole Division
(203) 805-6643 Pardon Division
(203) 805-6652 Fax

Email:

ct.bpp@ct.gov

Website:

www.ct.gov/bopp

Hours:

Monday - Friday
8:30 a.m. - 4:30 p.m.

This notice is being provided in accordance with C.G.S. § 54-130f and will be distributed to all individuals upon:

- sentencing;
- release from the Department of Correction (DOC); and
- completion of parole, probation or conditional discharge.

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The Pardon Process

*State of Connecticut
Board of Pardons
and Paroles*



Carleton J. Giles

Chairperson

GENERAL INFORMATION

The Board has the power to grant the following:

- **Absolute Pardons**
- **Certificates of Employability**
- **Commutations**

ABSOLUTE PARDON

Absolute Pardon, deny your application for a pardon or continue your application to a full panel hearing. At a standard pre-screen, the Board will review your application to determine whether you should proceed to a full hearing and appear before the Board. This entire procedure usually takes approximately 2-3 months, but processing time varies depending on the volume of applications received.

What is an Absolute Pardon?

An Absolute Pardon, also referred to as a **full pardon**, results in the erasure of your adult Connecticut criminal record. You cannot apply to pardon one offense and not another. Therefore, your entire criminal history will be considered for an Absolute Pardon.

When Can I Apply?

You may apply three (3) years after the date of disposition for your most recent Misdemeanor conviction and five (5) years after the date of disposition for your most recent Felony conviction. You cannot be on parole or probation.

How Do I Apply?

Applications and instructions are available on the agency's website at www.ct.gov/bopp or may be requested by calling (203) 805-6643.

What Happens Once I Apply?

Following receipt, staff will review your application to determine if you will be scheduled for an Expedited Review without a hearing or a standard pre-screen review. If you are convicted of non-violent offenses where there is no victim interest, you may be considered for an Expedited Review. If you qualify for an Expedited Review, you may be granted an Absolute Pardon without being required to be present. At an Expedited Review, the Board may choose to grant an

final history, you should not be prevented from getting a job or a license.

Who May Apply?

Any resident of Connecticut who has been convicted of a crime or crimes in **any state or jurisdiction**. If you are currently under supervision by the Parole and Community Services Division of the Department of Correction and have successfully completed (90) days of supervision, you are eligible to apply. Additionally, if you were incarcerated and are (90) days past discharge, are not currently under supervision and have had no new arrest(s), you are eligible to apply.

For individuals under **Probation Supervision**, you must apply through the Court Support Services Division (CSSD) of the Judicial Branch.

Note: If you are currently incarcerated, you do not qualify for a Certificate of Employability. For incarcerated offenders or individuals currently on probation or any form of parole, who are seeking an Absolute Pardon, or **Commutation of your sentence**, please use the "**Application for Commutation by Current Offender**" form. This form can be found at www.ct.gov/bopp.

How Do I Apply?

Applications and instructions are available on the agency's website at www.ct.gov/bopp or may be requested by calling (203) 805-6643.

CERTIFICATE OF EMPLOYABILITY

What is a Certificate of Employability?

A Certificate of Employability, also known statutorily as a **Provisional Pardon or Certificate of Rehabilitation**, is for employment and licensing purposes only. It is an official State document certifying that despite your crim-

inal history, you should not be prevented from getting a job or a license.

Similar to the application process for an Absolute Pardon, your application for a Certificate of Employability will be reviewed and investigated. Upon completion, the Board will conduct an administrative review. At such time, the Board will deny or grant the issuance of the Certificate. You do not appear before the Board.