



Application for Commutation

MINNESOTA BOARD OF PARDONS & CLEMENCY REVIEW COMMISSION

2550 University Ave W. Suite 355-S, St. Paul, MN 55114
phone: 651-539-2610 | fax: 651-797-1362 | website: <https://mn.gov/crc>

A commutation is the substitution of a lesser penalty for the criminal sentence imposed by a court of law. The Board of Pardons may grant a commutation to an individual, provided all of the following requirements are satisfied:

1. The criminal sentence was imposed in Minnesota state court, not in federal court or in another state.
2. The criminal sentence is still active (e.g., the applicant is still incarcerated or on probation, parole, supervised release, or conditional release pursuant to the sentence).
3. The applicant was not denied a pardon or commutation within the past five years (unless a waiver of this waiting period has been sought and granted).
4. The applicant has served at least half of the sentence imposed or at least five years have passed since the date of conviction, whichever is earlier (unless a waiver of this waiting period has been sought and granted).

Instructions

1. Complete all sections of this application. Sign the last page and include the county and state in which the application is signed. Omissions or false statements may constitute grounds for denial of a commutation.
2. Submit the application and any attachments using one of the following methods:
 - a. mail the application to the above address; or
 - b. scan and email the application to clemency.review.commission@state.mn.us.

Applicant Identification Information

Last Name	First Name	Middle Name
Date of Birth	Place of Birth	
Correctional Facility and OID or Current Address		
City	State	Zip Code
Telephone	Email	
Driver's License Number	Issuing State	

Race and Ethnicity (optional)	Gender (optional)	Disability Status (optional)
Do you need an interpreter for the meeting? ☐ Yes ☐ No		If yes, what language:

DATA PRIVACY NOTICE

The information you provide as part of this application, and any relevant materials found by staff in investigating your application, will be discussed at a public meeting of the Clemency Review Commission and/or the Board of Pardons and are open for public inspection. Failure to provide requested information may affect the processing of your application and result in denial of a commutation.

Use of Other Names

List every name by which you have been known including conviction name, maiden name, former married name, nicknames, and all aliases.

1.	2.
3.	4.

Clemency Application History

Have you previously applied for a pardon or commutation in Minnesota? ☐ Yes ☐ No	If yes, please list the dates you applied and the outcome of the application.
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Pending Charges and Orders for Protection

List any pending criminal charges or investigations. 1. 2.	Arresting agency for pending criminal charges or investigations 1. 2.
In the last 5 years, has an order for protection, restraining order, or domestic abuse no-contact order (DANCO) been issued against you? ☐ Yes ☐ No	If yes, please list the court file number(s), the active dates of the order(s), and who requested the order. 1. _____ 2. _____

Conviction Instructions

Please read this before filling out the following pages:

- ❖ The Clemency Review Commission and Board of Pardons will consider any and all past criminal convictions.
- ❖ You must include all criminal convictions in this application to the best of your knowledge, including out-of-state convictions and misdemeanor traffic convictions.
- ❖ A criminal conviction is a misdemeanor, gross misdemeanor, or felony offense for which you have been found guilty following a guilty plea or a trial. Petty misdemeanors are not considered criminal convictions and do not need to be disclosed.
- ❖ If you are uncertain about any conviction information, please explain as best you can.
- ❖ To ensure you have included all your convictions, please check the following resources:
 - Bureau of Criminal Apprehension records at: <https://dps.mn.gov/divisions/bca>
 - Minnesota Department of Motor Vehicles at: <https://dps.mn.gov/divisions/dvs>
 - Minnesota State Courts at: <http://www.mncourts.gov/>
- ❖ You must notify the Board if you are charged with a new offense after you submit your application.
- ❖ On the following pages, please provide information for every conviction for which you are seeking a pardon. Please add more sheets if necessary, using the same format.
- ❖ Under the “Other Conviction” section, please list all criminal convictions for which you are not seeking a pardon. This should include out-of-state convictions, federal convictions, and any misdemeanor traffic convictions.
- ❖ If you are unsure whether to include a conviction, please include the information.

I am seeking a commutation for the following unexpired sentence:

If you are seeking a commutation for more than one criminal sentence, please start with the oldest sentence and attach additional sheets if necessary, using the same format.

Court File Number		Date of Conviction		County of Conviction	
Offense(s)		Sentence		Plea	
Sentence Expiration/Discharge Date		Sentencing Judge	Prosecutor		Victim(s)
Amount of Court-Ordered Restitution and Fines		Amount Paid	Amount Still Owed		If you paid all restitution for this conviction, attach documentation that confirms this.
Did you challenge this conviction?	☐ Yes ☐ No	If yes, how?	☐ Appeal of conviction ☐ Appeal of sentence		☐ Post conviction action ☐ Habeas corpus action
Grounds for challenge			Outcome		
Briefly Describe the Facts of the Offense(s).					
List any violations of your conditions of release (parole, probation, supervised, conditional) related to this conviction, including the violation dates.					
Violations			Violation dates		

I am seeking a commutation for the following unexpired sentence:

If you are seeking a commutation for more than one criminal sentence, please start with the oldest sentence and attach additional sheets if necessary, using the same format.

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Offense(s)		Sentence		Plea	
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Grounds for challenge			Outcome		
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Grounds for challenge			Outcome		
Briefly Describe the Facts of the Offense(s).					
List any violations of your conditions of release (parole, probation, supervised, conditional) related to this conviction, including the violation dates.					
Violations			Violation dates		

I have been convicted of the following offenses for which I am not seeking clemency from the Minnesota Board of Pardons.

List all criminal convictions for which you are **not** seeking clemency, including all out-of-state convictions, federal convictions, and misdemeanor traffic convictions. You do not need to disclose petty misdemeanor convictions or dismissed criminal charges. Attach additional sheets if necessary, using the same format.

Offense	Date of Offense	Sentence
Date of Conviction/Court File No.	County/State of Conviction	Sentence expiration/discharge date
Offense	Date of Offense	Sentence
Date of Conviction/Court File No.	County/State of Conviction	Sentence expiration/discharge date
Offense	Date of Offense	Sentence
Date of Conviction/Court file No.	County/State of Conviction	Sentence expiration/discharge date
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Date of Conviction/Court File No.	County/State of Conviction	Sentence expiration/discharge date
Offense	Date of Offense	Sentence
Date of Conviction/Court file No.	County/State of Conviction	Sentence expiration/discharge date

The Reasons You Are Asking for a Commutation

Explain why you believe the Board should grant you a commutation. Reasons for seeking a commutation may include the following:

- * Rehabilitation (as demonstrated through educational achievements, program participation, completion of chemical dependency or other treatment, lack of prison discipline, etc.)
- * Young age at the time of the offense.
- * A sentence that is excessive in light of the crime, criminal history, and any sentence given to an accomplice.
- * Advanced age or severe medical issues.
- * Desperate family need.
- * Credible evidence of innocence.

If you are currently incarcerated, please describe your reentry plan should you be granted clemency.

Please describe the relief or effect of the commutation you are seeking.

Examples include but are not limited to: reduced prison sentence, reduction in supervised release or probation terms, or early eligibility for parole.

Support/Recommendation Letters

Although not required, you may submit a few letters of support or recommendation. **Please do not submit more than six support letters, as additional letters will not be considered.** Please attach the letters to this application.

I hereby declare under penalty of perjury that everything I have stated in this application is true and correct. I authorize any agency or individual in any state to provide the Minnesota Board of Pardons with information relating to my application, including records of arrests and convictions, and I understand that the information provided may include information previously subject to an order of expungement.

Applicant signature

Date

County

State