



pennsylvania
BOARD OF PROBATION AND PAROLE

2/28/2018

RE: Board of Pardon's Number: /Parole Application Number:

Dear Applicant:

This letter is to inform you that the Board of Pardons anticipates your application will be merit reviewed in the near future.

Please be advised, in approximately three (3) to four (4) months you will be contacted by a parole auditor from the Pennsylvania Board of Probation and Parole for a personal interview. Enclosed is a list of the information/documents that parole staff will be requesting and reviewing during your interview. Please begin gathering the requested information now so as to have it available and to be prepared during your interview. The Board of Pardons does consider the information provided during the interview when evaluating your application for clemency. All letters of support and supplemental information that you wish the Board to consider needs to be submitted to the assigned parole auditor during your interview.

Please complete the enclosed change of contact information form and return it to the Pennsylvania Board of Probation and Parole within 30 days only if your contact information has changed since you submitted your application. It is your responsibility to update your contact information with the PBPP. Failure to update your contact information will prevent the Board of Pardons of notifying you of the status and outcome of your application during the clemency process. If you are no longer interested in pursuing this process and wish to withdraw your application, please complete the enclosed request to withdraw form and return it to the PBPP immediately. Additionally, please review the portion of this form that pertains to new criminal arrests and convictions.

The Board requests, and expects, you to fully cooperate when you are contacted by parole staff. It is to your benefit to be cooperative in this process to ensure the information reviewed by the Board regarding your personal status is accurate. You should know that the Board will consider you to be uncooperative if you do not comply with this interview request.

Respectfully,

Krista Callear
Acting Director, Standards and Accreditation
Pennsylvania Board of Probation and Parole

Information Needed for Pardon Board Investigation

The following is an outline of the items to be discussed during your Present Status Interview. Although no copies are required (unless specified), we ask that you be prepared to discuss the information listed below. We appreciate your preparation and cooperation.

1) Residence

- a. Residence history for the past 10 years. Please have a list of previous addresses prepared
- b. If you rent your home, please have your landlord's information available and provide rent amount
- c. The size of your home (square footage) and property (lot acreage)
- d. Do you have any sheds, barns, pools, etc. located on the property?
- e. Who lives in your home with you and what are their ages

2) Marital Status & Family Composition

- a. Marriage License, date of marriage
- b. Wife's maiden name (if applicable)
- c. If you had previous marriages, provide the name of your ex-spouse, and the date of divorce, annulment, separation, or his/her death.
- d. Name & age of children, including foster, adopted, or step-children, if you assisted in raising them
 - i. If you pay child support, please provide the monthly amount and any arrears balance

3) Employment

- a. Employment history for past 10 years. Please prepare a list of your employers and an explanation of any lapses in employment
- b. Current Employer
 - i. Name of employer, job title, salary, approximate start date. If not employed, how are you financially supporting yourself
- c. Previous Employment
 - i. Dates of employment, names of employers, locations, salaries, and reasons for leaving

4) Resources

- a. Vehicles: Year, make, model, and estimated value, to include ATVs, motor homes, boats, etc.
- b. Property
 - i. Addresses of any properties you own and the amount of equity in each. This includes time shares and vacation properties (including partial ownership)
- c. Accounts: Checking, Savings, Retirement Accounts, Life Insurance, Stocks, etc.
 - i. Please provide the name of the financial institution related to each account and the balances of the accounts
- d. Any other forms of income: Please provide amount received monthly for child support, public assistance, pension, rental income, business dividends, SSI, Disability, etc. (if applicable)
- e. Spouse's employment information (if applicable). Please provide name of employer, approximate state date, and salary.
- f. Total annual household income

5) Liabilities/Debts

- a. Balances for any outstanding fines on current or other cases

- b. Debts: Mortgage, personal loans, vehicle loans, credit cards, medical debt, school loans, etc. Please provide name of lender, original loan amount, monthly payment amount, and balance.
- c. Do you have any bills in collections? If so, please provide all relevant information

6) Education

- a. High School, College, Trade Schools, etc.
- b. Any diplomas, degrees, certifications and the approximate dates that they were received

7) Military History (if applicable)

- a. Please have your DD214 available
- b. Type of Separation/Discharge

8) Membership and involvement in Community

- a. Organization name, your position and status with the organization, and dates of involvement
- b. This includes volunteer work, public offices, etc.

9) Religious Services - Where do you attend services and what is your level of involvement?

10) References

- a. You may provide a list of references to be contacted on your behalf. Please ensure all references are aware of the reason they are being contacted as it relates to your request for clemency.
- b. You may have your references prepare letters in advance but we will still contact them
- c. You are not required to provide references

11) Special Conditions and Voluntary Treatment

- a. Were you ever court ordered to complete a drug/alcohol or mental-health evaluation? If so, please provide where, when and if any treatment was recommended. If treatment was recommended, what was the treatment?
- b. Were you court ordered to participate in any specific programming, such as community service, AA/NA, stress/anger management, etc. If so, what program(s) and where was it located?
- c. If you voluntarily completed any of the above, please be prepared to provide the same information

12) Details related to the Offense

- a. Events leading to arrest
- b. Status of fines, costs and/or restitution for the offense for which you are requesting clemency

13) Police contact since your offense. If you have had any, please be provide the date of the contact, the police department name, and the reason for the contact.

14) The reason you are requesting clemency and if there is anything else you would like the Board of Pardons to know about you

Time has passed since you filed your application and the purpose of the interview is to gather updated, current information. The information requested is wide-ranging and detailed and it is required in order to give the Board a complete picture of you, the applicant.