



Name
Street
City, PA Zip Code

September , 2020

RE: Board of Pardon's Number C-xxxx /Parole Application Number: xxxxx

Dear Applicant:

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

Please be advised that in approximately three (3) to four (4) months, you will be contacted by a parole auditor from the Pennsylvania Department of Corrections/Pennsylvania Parole Board for a personal interview. Enclosed is a list of the information/documents that parole staff will request and which will be reviewed during your interview. Please begin gathering the requested information now so it is available and you are prepared during your interview. The Board of Pardons considers the information provided during the interview when evaluating your application for clemency. All letters of support and supplemental information that you would like the Board to consider should be submitted to the assigned parole auditor at the time of your interview.

If your contact information has changed since you submitted your application, please complete the enclosed change of contact information form and return it to our agency within 30 days. It is your responsibility to update your contact information. Failure to do so will prevent the Board of Pardons from notifying you of the status and outcome of your application during the clemency process. Additionally, please review the portion of this form that pertains to new criminal arrests and convictions. If it is applicable, please complete and return the form.

The Board requests and appreciates your full cooperation when you are contacted by parole staff. Your assistance will help ensure the accuracy of your personal status which the Board also reviews to help determine suitability for clemency. Unavailability to participate in the interview will cause delays of your clemency application.

Respectfully,

A handwritten signature in blue ink that reads 'Krista P. Callear'.

Krista Callear, PM2
Bureau of Standards and Accreditation
PA Department of Corrections/PA Parole Board

Information Needed for Board of Pardons Investigation

The following topics will be discussed during your Present Status Interview. Although no physical documents are required (unless specified), we ask that you be prepared to discuss the information listed below. We appreciate your preparation and cooperation.

- 1) Residence history: Please have a list of the addresses at which you've lived in the past (5) five years.
- 2) Marital Status & Family Composition:
 - a. Date of marriage (if applicable)
 - b. Spouse's prior name (if applicable)
 - c. Number of adult and minor children of which you are obligated to provide financial support?
- 3) Employment: Please provide the following information about your employment. If you've been employed less than a year, we'll need the same information regarding your prior employer.
 - a. Employer's name
 - b. Your start date
 - c. Your job title
 - d. Your salary
 - e. Full or part time?
 - f. What type of work do you do?
- 4) Resources and Indebtedness:
 - a. Do you receive any monthly income or assistance outside of or instead of regular employment? For example: Pension, Alimony, Child Support, Unemployment Compensation, Social Security Income (SSI), Social Security Disability Insurance (SSDI), or any other form of public assistance.
 - b. Total annual household income
 - c. Estimated total outstanding debt
 - d. Are the fines, costs, and restitution related to your conviction paid in full? If not, what is the outstanding balance and when is the last time you made a payment? If you are unable to pay, please provide detailed explanation of what your specific challenges are.
- 5) Education: Please provide the following information about any education you've completed, such as high school, college, trade school, or career certification program.
 - a. Name of the school or program
 - b. Area of Study
 - c. When did you attend?
 - d. What degree, diploma, certification, or license did you obtain, if any?
- 6) Military History (if applicable)
 - a. Please have your DD214 available
 - b. Type of Separation/Discharge

- 7) Membership and involvement in Community: Please tell us the following about any organizations in your community in which you participate:
 - a. Name of the organization
 - b. What position do you hold, if any?
 - c. When did you start and do you still participate?

- 8) References:
 - a. You may provide up to three (3) personal and/or professional references, who will be contacted by phone. Please ensure all references are aware of the reason they are being contacted as it relates to your request for clemency.
 - b. If you have more than three (3) references, the others should write letters on your behalf, which you can provide to the Parole Auditor or directly to the Board of Pardons.
 - c. You are not required to provide references

- 9) Special Conditions and Voluntary Treatment
 - a. Have you ever completed a drug/alcohol or mental-health evaluation? If so, was treatment recommended and did you complete it?
 - b. Have you ever participated in AA or NA? If so, where and how often did you attend? What was your level of participation?
 - c. Have you ever completed any other programs, such as Alcohol Highway Safety School, Anger Management, Parenting or Domestic Violence classes, Victim Impact Panel, or CRN? If so, where and how often did you attend? What was your level of participation?

- 10) Details related to the Offense: Please provide detailed information of the events leading to your arrest.

- 11) Police contact: Have you ever been arrested or charged with a crime since your conviction, please provide the date of the event, the name of the police department, and the reason for the arrest/charge?

- 12) The reason you're requesting clemency: Please tell us why receiving a pardon would help you.

- 13) Additional Information: Please tell us anything you feel is important for the Board of Pardons to know about you.