



Terry E. Branstad
GOVERNOR

OFFICE OF THE GOVERNOR

Kim Reynolds
LT. GOVERNOR

Application for Special Restoration of Citizenship Rights (Firearms), Pardon, and Commutation of Life Sentence

Read carefully. If you do not complete the application in full, it will be returned to you without processing.

General Information: The Governor has the authority to grant executive clemency for all offenses except treason and cases of impeachment, subject to such regulations as may be provided by law. Except for the restoration of the right to vote and hold public office, the Governor does not grant executive clemency for any conviction received in federal court or the court of another state.

Four Types of Executive Clemency:

- 1. Restoration of Citizenship (Right to Vote and Hold Public Office):** A restoration of citizenship restores the right of a person to vote and hold public office. This is not an application for restoration of citizenship rights. If you are interested in restoration of citizenship rights (right to vote), please complete the shorter, Streamlined Application for Restoration of Citizenship Rights form, located at www.governor.iowa.gov.
- 2. Special Restoration of Citizenship (Firearms Rights):** A special restoration of citizenship restores the right of a person who has been convicted of a non-forcible felony to possess a firearm under state law.
- 3. Pardon:** A pardon, which if full and unconditional, restores all citizenship rights (right to vote, hold public office, and firearm rights) and relieves an offender from further punishment imposed by reason of a conviction of a criminal offense. A pardon will **not** erase or expunge the record of conviction.
- 4. Commutation of Sentence:** A commutation of sentence is a reduction or lessening of the original sentence. Usually it takes the form of a reduction in the length of imprisonment. In some cases, it may result in release from prison.

Eligibility:

Convictions in an Iowa state court: Individuals may apply for a Special Restoration of Citizenship (Firearms), Pardon, and Commutation of Sentence.

Payment: There is no cost to apply for clemency. However, all court costs, fines, and restitution must be paid at the time of application. Documentation verifying payment of costs, fines, and restitution, which may be obtained from the clerk of court in the county of your conviction, must be included in the application.

When you may apply: Although you may submit an application at any time, it is the general policy of the Governor's Office to require at least five (5) years to pass from the date that a person is discharged from sentence before granting restoration of firearm rights and at least ten (10) years to pass from the discharge date for a pardon.

Convictions outside of Iowa: Except for the restoration of citizenship to restore the right to vote and hold public office, the Governor does not grant executive clemency for a criminal offense that resulted in a conviction in another state. If you wish to seek clemency for a conviction from another state,



Terry E. Branstad
GOVERNOR

OFFICE OF THE GOVERNOR

Kim Reynolds
LT. GOVERNOR

contact the Governor or another appropriate authority of the state in which your conviction occurred to determine whether any relief is available to you under that state's law.

Convictions in Federal Court: Except for the restoration of citizenship to restore the right to vote and hold public office, the Governor does not grant executive clemency for a criminal offense that resulted in a conviction in federal court. If you wish to seek clemency for a federal conviction, contact:

Office of the Pardon Attorney
U.S. Department of Justice
500 First Street, N.W., Suite 400
Washington, D.C. 20530

Process: The application process takes approximately two (2) years from the time you submit your application to the Governor's office. Each application will be forwarded to the Department of Public Safety and the Division of Criminal Investigation for a full review. Additionally, you and anyone listed in your application materials may be contacted to verify that the information provided is correct. The Iowa Board of Parole will review these materials, and submit a recommendation to the Governor's Office. Finally, the Governor reviews the completed application.

Other Required Documentation: You **must** submit a current Iowa criminal history record and personal credit report from one reporting agency with your completed application. To request these items, please contact:

Iowa Criminal History Record

Address: Iowa Division of Criminal Investigation
215 E. 7th Street
Des Moines, IA 50319

Phone: 515/725-6066

Internet: www.dps.state.ia.us/DCI/Records_Ident/index.shtml

Credit History

Address: Annual Credit Report Request Service
P.O. Box 1058281
Atlanta, GA 30348-5281

Phone: 877/322-8228

Internet: www.annualcreditreport.com

Letters of Recommendation:

Please provide letters of recommendation from the following people **at the time you submit your application:**

1. Prosecuting Attorney in your case
2. Sentencing Judge in your case
3. County Sheriff in your case or where you reside
4. Minister (if applicable)
5. Present and/or former employer
6. Other reputable persons in the community who can attest as to your moral character

If you are unable to obtain letters of recommendations from any of these individuals due to factors beyond your control (retirement, relocation, deceased, etc.) please include an explanation on your application. Letters of recommendation must reference that the letter writer is aware that you are seeking executive clemency.

Mail: (1) Your application, (2) Iowa Criminal History, (3) Credit History Report, (4) Letters of Recommendation, (5) verification of payment of court fines, costs, and restitution, and (6) signed release and send it to:

Sarah Harms
Iowa Board of Parole
510 E. 12th Street, Suite 3
Des Moines, Iowa 50319

Questions: Visit the "Frequently Asked Questions" section at: www.governor.iowa.gov or call 515/725-5717



Terry E. Branstad
GOVERNOR

OFFICE OF THE GOVERNOR

Kim Reynolds
LT. GOVERNOR

Checklist of Materials

- Completed, signed, and dated application
- Letters of Recommendation
- Proof of payment of court costs, fines, and restitution
- Signed Release to obtain personal records
- Current Iowa Criminal History Record
- Current Credit History

- *Failure to disclose true and accurate information may affect your application for clemency.*
- *There is no application fee for clemency.*



Terry E. Branstad
GOVERNOR

OFFICE OF THE GOVERNOR

Kim Reynolds
LT. GOVERNOR

APPLICATION FOR EXECUTIVE CLEMENCY

TO: Terry E. Branstad, Governor of Iowa

YOU MUST CHECK AT LEAST ONE OF THE FOLLOWING:

I hereby make application for: Special Restoration of Citizenship (Firearms Rights)
 Pardon
 Commutation of Life Sentence

1. Name: _____

2. Address: _____
Street City State Zip Code County

3. Other names you may have used (maiden, etc.): _____

4. Home Phone: () _____ Work Phone: () _____

5. Date of Birth: _____ Place of Birth: _____ Sex: Male/ Female

6. Social Security Number: _____ U.S. Citizen (circle one) Yes or No

7. Crime or Offense: _____

Classification of crime (i.e., class D felony, aggravated misdemeanor, etc.): _____

8. Please describe in your own words the facts concerning the crime for which you were convicted. (Use additional sheets of paper if necessary.)

9. Date of Crime (Month/Day/Year): _____

10. Date of Conviction (Month/Day/Year): _____

11. County and State of Conviction: _____

12. Sentence Received: _____

13. Place and Dates of Time Served: _____



Terry E. Branstad
GOVERNOR

OFFICE OF THE GOVERNOR

Kim Reynolds
LT. GOVERNOR

14. Beginning and Ending Date of Parole: _____
or Probation: _____ or both: _____

15. Name and Current Address of Parole or Probation Officer:

16. Name and Current Address of Prosecuting Attorney:

17. Name and Current Address of Defense Attorney: _____

18. Name and Current Address of Judge who heard Case: _____

19. Were you ordered to pay any fines? Yes _____ No _____ Amount _____
If ordered, amount you have paid: _____

20. Was any restitution ordered? Yes _____ No _____
If ordered, amount ordered to be paid: _____ Amount you paid: _____

21. Attorney's fees: _____ Amount you paid: _____

22. Court costs owed: _____ Amount you paid: _____

23. Address at time charged and convicted: _____

24. Provide the following information about your employment since conviction. *(Attach additional sheets if needed.)*

a. Name, address and phone number of present employer: _____

Immediate Supervisor: _____ Dates of employment: _____

What is your trade or job description?

b. Name, address and phone number of previous employer: _____

Immediate Supervisor: _____ Dates of employment: _____

What is your trade or job description?

c. Name, address and phone number of previous employer: _____



Terry E. Branstad
GOVERNOR

OFFICE OF THE GOVERNOR

Kim Reynolds
LT. GOVERNOR

Immediate Supervisor:

Dates of employment:

What is your trade or job description?

25. Have you ever been **arrested, charged or convicted** of an offense at any other time? (You must answer this question even if you received a deferred judgment. If you were a juvenile at the time of your conviction, what was the disposition of the case? Were the records sealed?)

26. If the answer to Question #25 is yes, provide the following information for **each** offense. (Attach additional sheets if needed.)

a. Crime or offense: _____

b. Date of offense: _____

c. Sentence received: _____

d. Terms of sentence: _____

e. County and state where convicted or charged: _____

f. Place and dates of incarceration and/or dates of probation or parole: _____

g. Amount of restitution, court costs and attorney's fees ordered and amount paid:

(1) Restitution ordered: _____ Amount paid: _____

(2) Court Costs ordered: _____ Amount paid: _____

(3) Attorney's fees ordered: _____ Amount paid: _____

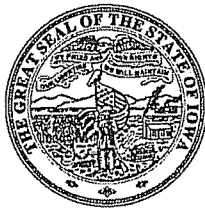
27. Have you ever been addicted to or abused alcohol or drugs of any type?

28. If so, please state:

a. Kind of addiction or abuse: _____

b. Dates of addiction or abuse: _____

c. Description of help received and dates: _____



Terry E. Branstad
GOVERNOR

OFFICE OF THE GOVERNOR

Kim Reynolds
LT. GOVERNOR

29. Marital status at present, include spouse's name, address and phone number if other than your own:

30. List names and present addresses of any previous spouses and dates of divorce or separation: _____

31. Names and ages of dependents presently living with you:

32. Names, ages and addresses of dependents not living with you:

33. List any alimony or child support payments you were ordered to make:

34. Amount of alimony or child support you are presently paying: _____

35. Have you made a previous application for executive clemency (citizenship, firearms or pardon)? _____

36. If yes, when and in what state? _____

37. Provide the names, addresses and phone numbers of three persons (not relatives or convicted felons) who know you well and would serve as references:

a. Name: _____ Phone No. _____

Address: _____

b. Name: _____ Phone No. _____

Address: _____

c. Name: _____ Phone No. _____

Address: _____

39. Did you file federal and state income tax returns for the following years?

a. This year? ___ Yes ___ No b. Last Year? ___ Yes ___ No

c. Two Years Ago? ___ Yes ___ No d. Three Years Ago? ___ Yes ___ No

If you did not file either the federal or state tax return or both, please explain which returns(s) you did not file and why.



Terry E. Branstad
GOVERNOR

OFFICE OF THE GOVERNOR

Kim Reynolds
LT. GOVERNOR

40. Provide a brief description of your lifestyle by listing organizations you belong to, hobbies and special interests:

41. List all honors, awards or achievements which you have accomplished since your conviction:

42. List all community service or volunteer service projects that you have participated in since your conviction including name, address, and phone number of the contact person(s) affiliated with the project: _____

43. Please state why you believe that you are deserving of an executive clemency grant by the Governor. *(Use additional sheets of paper if necessary.)*

I certify, under the penalty of perjury, that my application is true and complete.

Signature of Applicant

Print Name of Applicant

1/11



Terry E. Branstad
GOVERNOR

OFFICE OF THE GOVERNOR

Kim Reynolds
LT. GOVERNOR

RELEASE

**YOU MUST SIGN AND DATE THIS RELEASE FORM
OR YOUR APPLICATION WILL NOT BE PROCESSED**

I, _____, the undersigned applicant for executive clemency to the Governor of the State of Iowa, do hereby authorize any and all persons, firms or corporations, to release any and all information or documents they may now have or hereinafter receive concerning me.

I authorize the release of said information to the Governor of the State of Iowa, his designee or agent. In granting this release, it is my understanding that the information or documents obtained will be used for the sole consideration of my application for executive clemency.

I further forever hold blameless those persons, firms, corporations and the Governor's Office, who by virtue of this consent may release information as requested.

A photocopy of this release form will be valid as an original, even though said photocopy does not contain an original writing of my signature.

I have read fully and understand the contents of this application and the authorization for release of personal information.

Signature of Applicant

Print Name of Applicant

Date of Application:
