

## **INSTRUCTIONS FOR FILING A PETITION FOR REPRIEVE, COMMUTATION, OR PARDON**

Complete the [Petition for Reprieve, Commutation or Pardon form](#) in its entirety, giving detailed information, and when necessary, attaching additional sheets of paper sufficient to provide a response.

There are two ways to submit a Petition.

1. The Washington State Clemency and Pardons Board (“Board”) has implemented the efficiency of a paperless process. In so doing, the Board now receives and sends Board related notices and materials in electronic format whenever possible. In keeping with this process, we ask that you submit your Petition electronically in Microsoft Word or .pdf format readable in Adobe Reader via email if possible to [CPBoard@atg.wa.gov](mailto:CPBoard@atg.wa.gov). Once your Petition is received electronically, you will receive an acknowledging email confirming that your Petition has been received.

We have found that by communicating with the Petitioner via email, we can provide a faster and more efficient application processing time and will enable you to track your case status online.

2. If you do not have access to a computer and the internet, you may mail your Petition to the:

Washington State Clemency and Pardons Board  
c/o Terri Gottberg  
Office of the Attorney General  
PO Box 40116  
Olympia, Washington 98504-0116

If you are submitting your Petition by mail, please enclose the original and 1 copy of the Petition and all attachments.

Please read the directions below carefully so we can process your application as quickly as possible. Please also note that these instructions will be strictly adhered to and failure to comply with them may result in your Petition being returned to you for compliance.

Whether you submit your Petition by U.S. Mail or electronically, you **MUST** send the **original, signed signature page, and the Waiver and Release** to the address specified above.

Whether you submit your Petition by U.S. Mail or electronically, **a copy of the Judgment and Sentence from which the Petitioner seeks relief is mandatory**. A copy of the Judgment and Sentence can be obtained by contacting the Clerk of the Court where the Petitioner was sentenced; or, if incarcerated, by requesting a copy from the Petitioner’s Central File. *The Governor cannot pardon a federal criminal offense. Accordingly, if you are seeking clemency for a federal criminal conviction, you should not complete this petition. Instead, you should contact the United States Department of Justice, Office of the Pardon Attorney.*

Attach copies of supporting documents evidencing whether all court ordered restitution, fees, and fines have been paid.

You are strongly encouraged to provide letters of recommendation from all sources. Letters of recommendation must state the full name, address and daytime telephone number of the letter writer and acknowledge the writer's awareness of your conviction and your intent to request a pardon or commutation.

You may submit with your Petition, copies of documentation such as commendations, awards, diplomas, and certificates of completion in support of your Petition. Please do not submit original documents as they will not be returned to you. We randomly verify authenticity of documentation submitted. **DO NOT** attach tax returns, paycheck stubs, or other financial documents.

To the extent that the following are available to you, they may be helpful to the Board in deciding your Petition:

- Original charging document including the Certificate of Probable Cause or the Affidavit of Probable Cause.
- Police Reports that were either relied upon by the State in bringing the charges, or were provided to opposing counsel in discovery.
- Psychological Evaluation Reports provided to opposing counsel by either party or filed with the court by either party.
- Sex Offender Evaluation Reports provided by the defense to opposing counsel or to the Court.
- Medical Reports or records provided by the defense to opposing counsel or to the Court.
- Plea Agreement.
- The Statement of Defendant on plea of guilty.
- Department of Corrections Pre-Sentence Report.
- Sentencing memoranda filed by either party.
- No Contact / Restraining Orders.

**DO NOT STAPLE** or otherwise permanently bind your Petition and/or any portion of the attachments. A Petition with attachments may be clipped, clamped, placed in three-ring binders, or otherwise packaged in a temporary fashion.

**DO NOT** enclose your Petition and/or attachments in plastic sheet protectors.

If you are enclosing CDs or DVDs in support of your Petition, you must submit 7 copies.

**DO NOT submit double-sided documents in the original Petition** as this interferes with the scanning process.

**DO NOT** use tabs or other dividers as this interferes with the scanning process.

**The petition and materials submitted with it will become property of the Office of the Governor and will not be returned to the petitioner. Please keep a copy of the petition and attachments for your personal records.**

Written notification must be given to the Clemency and Pardons Board if you change your email address, place of residence, telephone number or place of employment prior to the final disposition of the Petition. If you are convicted or charged with a new offense after filing of your Petition, please notify the Clemency & Pardons Board immediately.

If you decide to withdraw your Petition, you must notify the Clemency and Pardons Board immediately in writing at the address shown below.

Please understand that the Governor in only the most rare and exceptional of circumstances grants clemency or pardon. Restoration of firearms rights requires personal action by the Governor through her pardon power. To date, the Governor has rarely restored firearms rights—and in fact has specifically *not* restored those rights in most pardons granted. Requests for restoration of the right to possess firearms are treated the same as any other request for clemency. The Federal government, Division of Alcohol, Tobacco, and Firearms has the power to restore firearms rights. However, we understand that Congress has barred them from doing so.