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## PETITION FOR COMMUTATION OF SENTENCE

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### Instructions:

This petition form is for seeking commutation (reduction) of the imprisonment and/or supervision portion of your sentence. If you are seeking pardon after completion of your sentence or only remission of financial penalties, please use the applications for those types of requests.

Before filling out the application form, please make sure you meet these 3 requirements:

- 1) You were convicted in a federal criminal court, NOT a state or military court;
- 2) You are currently serving a federal prison sentence or a term of federal supervision, such as parole, supervised release, or probation; **AND**
- 3) You do not have any court challenges currently pending against your conviction or sentence, such as a direct appeal or motion under 28 U.S.C. § 2255. This requirement does not apply to capital cases.

In the form, you will be asked to give information on your conviction(s) and why you believe you deserve commutation.

### Do:

- Answer each question truthfully, accurately, and in your own words.
- Give full, detailed answers to questions to help process your application more quickly.
- Attach additional pages or documents if you need more space or to provide more information.
- Answer every question. If a question does not apply to you, explain why.
- Type or handwrite the petition in ink so that it can be read easily if you are submitting by mail or email; use of the fillable PDF form is preferred.
- Submit attachments in PDF or Word format, if submitting by email.
- Ask that the Bureau of Prisons official submitting your application, if applicable, include copies of your:

Presentence report

Statement of reasons

Judgment

Progress report from within the last 18 months

### Do NOT:

- Do NOT use this form if you are asking for only remission or pardon after completion of sentence. There are other applications for those types of requests.
- Do NOT use this form if you are asking for commutation of a military sentence; you must apply through the military branch of conviction.
- Do NOT staple, glue, bind, or tape any portion of your application or attached materials.
- Only documents in PDF or Word formats are accepted.

**Ways to submit your materials:**

- Email documents in PDF or Word format to [USPardon.Attorney@usdoj.gov](mailto:USPardon.Attorney@usdoj.gov) (preferred)
- Mail forms (typed or printed in ink) to U.S. Department of Justice, Office of the Pardon Attorney, 950 Pennsylvania Avenue, Washington, DC 20530; submissions by mail will take longer to process than submission by other methods

## **Notices**

Your disclosure of information to the Office of the Pardon Attorney on this form is voluntary. However, if you do not complete all of the information fields in this form, we may not be able to process your request.

### **Immigration status**

If you are not a citizen of the United States, you should be aware that commutation of your sentence only shortens the prison sentence and will not result in a change of your immigration status. If a detainer has been lodged against you for deportation or removal, commutation of sentence will not prevent your deportation or removal from the United States and may actually hasten the process.

### **False statements**

A knowing and willful false statement in a document submitted to the government may subject you to criminal punishment, including up to five years' imprisonment and a \$250,000 fine. See 18 U.S.C. §§ 1001 and 3571.

### **No appeal from a denial of clemency**

The President alone has the power to commute a sentence for a federal offense. It is an extraordinary remedy that is very rarely granted. You will be notified when a final decision is made on your petition, and there is no appeal from the President's decision to deny a clemency request.

### **Re-applying**

If your petition is denied, you may reapply one year after the date of denial.

### **Privacy Act statement**

The Office of the Pardon Attorney has authority to collect this information under the United States Constitution, Article II, Section 2 (the pardon clause); Orders of the Attorney General Nos. 1798-93, 58 Fed. Reg. 53658 and 53659 (1993), 2317-2000, 65 Fed. Reg. 48381 (2000), and 2323-2000, 65 Fed. Reg. 58223 and 58224 (2000), codified in 28 C.F.R. §§ 1.1 et seq. (the rules governing petitions for executive clemency); and Order of the Attorney General No. 1012-83, 48 Fed. Reg. 22290 (1983), as codified in 28 C.F.R. §§ 0.35 and 0.36 (the authority of the Office of the Pardon Attorney). The principal purpose for collecting this information is to enable the Office of the Pardon Attorney to process your request for remission. The routine uses which may be made of this information include provision of data to the President and his staff, other governmental entities, and the public. The full list of routine uses for this correspondence can be found in the System of Records Notice titled, "Privacy Act of 1974; System of Records," published in Federal Register, September 15, 2011, Vol. 76, No. 179, at pages 57078 through 57080; as amended by "Privacy Act of 1974; System of Records," published in the Federal Register, May 25, 2017, Vol. 82, No. 100, at page 24161, and at the [U.S. Department of Justice, Office of Privacy and Civil Liberties' website](#).

If you are granted or denied commutation by the President, your name will be released, including on our website, in accordance with our Freedom of Information Act obligations. Non-public documents, such as this petition and supporting documents, the presentence investigation report, the results of any federal background investigation, and the recommendation of the Department of Justice, are not generally available under the Freedom of Information and Privacy Acts. However, the Pardon Attorney may disclose the contents of executive clemency files in the possession of the Department of Justice when the

disclosure is required by law or the ends of justice. Additionally, this office would, if asked, confirm that a specific individual has applied for or was granted or denied clemency.

The President and his immediate staff are not subject to the constraints of the Freedom of Information and Privacy Acts. Accordingly, while clemency-related documents in the possession of the White House traditionally have not been made public, they may be legally disclosed at the discretion of the President. In addition, clemency-related documents retained by the White House at the end of a presidential administration will become part of the President's official library, where they become subject to the disclosure provisions of the Presidential Records Act.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control Number. Public reporting burden for this collection of information is estimated to average three hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is voluntary. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to U.S. Department of Justice, 950 Pennsylvania Avenue, NW, Washington, DC 20530-0001 and reference the Petition for Commutation of Sentence form. Note: Please do not return the completed certification to this address.

**Note: Nothing in these instructions is legal advice.**

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## PETITION FOR COMMUTATION OF SENTENCE

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### Relief sought:

Reduction of prison sentence

Reduction of prison sentence and  
remission of fine/restitution

Reduction of supervised release, probation, or parole

### To the President of the United States:

The undersigned petitioner, a person subject to federal imprisonment or other restriction, asks for commutation of sentence and in support thereof states as follows:

#### 1. Identifying information:

Name: \_\_\_\_\_  
*(first) (middle) (last)*

Name at Conviction: \_\_\_\_\_  
*(if different) (first) (middle) (last)*

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
*(city) (state) (country)*

Social Security No.: \_\_\_\_\_ BOP Register No.: \_\_\_\_\_

Gender: \_\_\_\_\_ Are you Hispanic or Latino? Yes No

Race: (select all that apply) Alaska Native or Native American Asian Black or African American  
Native Hawaiian or Other Pacific Islander White Other

U.S. citizen? Yes No, \_\_\_\_\_  
*(country of citizenship)*

Is an attorney helping you with this petition form? Yes No

Attorney name: \_\_\_\_\_ Attorney email: \_\_\_\_\_

**2. Contact information, if on home confinement or supervised release:**

Address: \_\_\_\_\_  
*(number) (street) (apartment unit no.)*

\_\_\_\_\_  
*(city) (state) (zip code)*

Cell phone: \_\_\_\_\_ Home phone: \_\_\_\_\_ Email: \_\_\_\_\_

**3. Case information:**

How did you plead? Guilty Not guilty Nolo contendere

Offense Date: \_\_\_\_\_ Conviction Date: \_\_\_\_\_ Sentence Date: \_\_\_\_\_

Case No.: \_\_\_\_\_ Court: \_\_\_\_\_  
U.S. District Court for the \_\_\_\_\_ District of \_\_\_\_\_  
*(Eastern/Northern, etc.) (state)*  
Superior Court of the District of Columbia

Offense or crime: \_\_\_\_\_  
*(specific offense(s); provide statute(s) violated, if known)*

Sentence: Imprisonment:  Term: _____ <i>(years, months)</i>	Probation or supervised release:  Term: _____ <i>(years, months)</i>	Financial penalties:  Fine: _____  Restitution: _____  Assessment: _____  Date paid: _____  Amount unpaid: _____
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When did you begin serving your sentence? \_\_\_\_\_

What is your projected release date? \_\_\_\_\_

Are you eligible for parole? \_\_\_\_\_ Provide parole eligibility date: \_\_\_\_\_

Date of last hearing: \_\_\_\_\_ Date of next scheduled hearing, if any: \_\_\_\_\_













## Certification and Personal Oath

I hereby certify that all answers to the above questions and all statements contained herein are true and correct to the best of my knowledge, information, and belief. I understand that any intentional misstatements of material facts contained in this application form may cause adverse action on my petition for executive clemency and may subject me to criminal prosecution.

\_\_\_\_\_  
*(signature of petitioner)*

Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
*(month)* *(year)*