OMB Control Number: 1123-0015
Expiration Date:

PETITION FOR COMMUTATION OF SENTENCE

Instructions:

This form is to seek commutation (reduction) of the incarceration 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 2 requirements:

1) You were convicted in a federal criminal court, NOT a state or military court; **AND**
2) You are currently serving a federal prison sentence or a term of federal supervision, such as parole, supervised release, or probation

In this form, you will be asked to give information about 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 (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 About Your Rights and How Your Information Will be Used

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

How a commutation may affect immigration status

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

Answer questions accurately and fully, to the best of your knowledge

Making any intentionally false statements of material facts may be a reason for denying your petition. 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.

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 commutation 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 information may also be used by PARDON in the review of a request for relief of firearms disability or other forms of clemency, if applicable. 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.

Paperwork Reduction Act Statement: This collection meets the requirements of 44 U.S.C. § 3507, as amended by the Paperwork Reduction Act of 1995. We estimate that it will take 2 hours to read the instructions, gather the facts, and answer questions. Send only comments relating to our estimate of time burden to: Office of the Pardon Attorney, 950 Pennsylvania Ave., NW, Washington, DC, 20530.

Note: Nothing in these instructions is legal advice.

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PETITION FOR COMMUTATION OF SENTENCE

Relief sought (check all that apply):

☐ Reduction of prison sentence

☐ 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: Female Male

Race:
(select all that apply)

☐ Alaska Native or Native American

☐ Asian

☐ Black or African American

☐ Hispanic or Latino

☐ Middle Eastern or North African

☐ Native Hawaiian or Other Pacific Islander

☐ White

U.S. citizen? ◯ Yes ◯ No, _____
(country of citizenship)

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

Attorney name: _____ Attorney email: _____

United States Department of Justice
Office of the Pardon Attorney
Washington, D.C. 20530 *October 2026*

2. **Support Advocate** (*Provide a support person whom we can contact about your case in the event of a change in status*)

Name: _____ Phone: _____ Email: _____

Relationship to you: _____

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

Address: _____
(number) *(street)* *(apartment unit no.)*

_____
(city) *(state)* *(zip code)*

Cell phone: _____ Home phone: _____ Email: _____

4. **Case information:**

How did you plead? ◯ Guilty ◯ Not guilty ◯ Nolo contendere/No contest

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:	Probation or supervised release:	Financial penalties:
Term: _____ *(years, months)*	Term: _____ *(years, months)*	Fine: _____
		Restitution: _____
		Assessment: _____
		$ Paid: _____
		$ unpaid: _____

When did you begin serving your sentence? _____

What is your projected release date? _____

Have you applied for federal clemency before? ◯ Yes ◯ No

Date applied: _____

Date of decision: _____ ◯ Granted ◯ Denied ◯ No Action

5. Offense details

Tell us about the offense for which you are seeking commutation. Be specific and complete. Do not omit facts or minimize your role. We want to hear your account in your own words. You may wish to include:

- What was your role in the offense?
- How, when, and why did you get involved?
- What actions did you take in connection with the offense? (Include all actions, even if you pleaded guilty to only specific conduct, counts, or portions of the full criminal activity.)
- Do you accept responsibility for your criminal conduct?

6. Other criminal record:

List all other arrests and criminal convictions. You may attach your presentence report (PSR) or other official documents, but if there is additional information or context to report, provide it below.

7. Reasons for seeking clemency

In your own words, tell us why you are seeking commutation of your sentence. If you need more space, you may complete your answer on a separate sheet of paper and attach it to this petition.

8. Rehabilitation

Tell us about programs, classes, substance abuse treatment, institutional employment, or other activities that you have completed while in prison that have been meaningful for you.

Note: We will review Bureau of Prisons records as part of your application. You do not need to list every program or activity. However, DO include information that might not be in those records, such as:

- Mentoring activities
- Leading group meetings or studies
- Staff recommendations from supervisors, chaplains, or program directors

9. Release plans

Tell us about any plans you may have made for your release, such as where you will live or seek employment. You may also include letters of support from friends, family, and others.

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)*