



APPLICATION FOR YOUTH PARDON

For Applicants Convicted of an Eligible Non-Violent Crime Committed at Age 16 or 17

Complete this application form to apply for a youth pardon. A youth pardon is available to eligible applicants who were convicted under New York State law of a non-violent crime that was committed when the applicant was 16 or 17 years old.

You must meet seven eligibility requirements to be considered for a youth pardon:

1. You were convicted of a non-violent offense.
2. You were not convicted of a sex offense.
3. At least 10 years have passed since you were either convicted of the crime or released from a period of incarceration for that crime.
4. You have remained conviction-free since that time.
5. You must be a current New York State resident.
6. You must have paid taxes on any income.
7. You must be a productive member of your community, meaning that you are working, looking for work, in school, or legitimately unable to work.

If you receive this pardon, the New York State Office of Court Administration has stated that it will restrict public access to your criminal history, meaning that it will not be available to private employers, landlords or other companies that seek this information. You can find additional information about applying for clemency at: <https://www.ny.gov/services/apply-clemency>.

Unless there are exceptional and compelling circumstances, a pardon is generally not considered if the applicant has other administrative remedies available to them, such as a certificate of good conduct or a certificate of relief from disabilities, pursuant to provisions of Article 23 of the Corrections Law. For more information about these remedies and whether they can help you, please contact the Executive Clemency Bureau at (518) 457-7565 or the mailing address provided below.

If you need more space to complete any section of this application form, you may attach as many additional pages as you need.

In addition to responding to each of the questions in this application, please attach the following documents to your application:

1. At least three character reference letters, including current contact information for each character reference. Please note that these references may be contacted as part of the application review process.
2. A list of your employment history.

3. Any applicable court records relating to your case that you are able to retrieve, including the complaint, indictment, and/or certificate of disposition. For more information about accessing court records, you can visit: <https://ww2.nycourts.gov/foil/CourtRecords.shtml>.

Submit your completed application form by mail to the address below. Please also include copies of any additional documents supporting your application that you would like to provide, including documents that provide evidence for information included in your application. **Do not send original documents because application materials cannot be returned after they are submitted.**

New York State Department of Corrections and Community Supervision
Executive Clemency Bureau
Harriman State Campus – Building 4
1220 Washington Avenue
Albany, NY 12226-2050

The Governor's Office or the Executive Clemency Bureau may contact you to ask for additional information about your application.



SECTION 1 - APPLICANT INFORMATION

A. Basic Information

Full Name: _____

Alias(es): _____

Date of Birth: _____
Month Day Year

Gender: M F X Other:
[] [] [] []

Identification Numbers:
Social Security Number NYSID DIN (if applicable)

Are you a resident of New York State? Yes No
[] []

Current Mailing Address: _____

E-Mail Address: _____

Phone Number: _____

What is your primary language? _____

Is someone helping you with your pardon application? Yes No
[] [] If yes, what is their relationship to you? Lawyer Other:
[] []

If someone is helping you with your pardon application, please provide their name and contact information here: _____

Is this an urgent request? (If yes, please provide additional information and specific details about the urgency in Section 4.2 below.) Yes No
[] []

B. Citizenship & Immigration Information

Are you a United States citizen? YES NO

If you are a U.S. citizen, you do not need to complete the remainder of this section; please proceed to Section 2.

What is your Alien Registration Number
(also known as A-Number)? _____

What is your country of citizenship? _____

1.B.1 - Please describe your immigration history (for example, explain when you entered the U.S. and how long you have lived here).

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1.B.2 - Do you have family members who live in the United States?

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1.B.3 - Are you in immigration removal proceedings? If so, please describe the status of your case.

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1.B.4 - Are you currently in immigration detention? If so, where are you detained and how long have you been in detention?

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1.B.5 - If you are currently living outside the United States, is there a U.S. mailing address or phone number where correspondence about your pardon application can be directed?

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SECTION 2 – YOUTH PARDON ELIGIBILITY CHECKLIST

Please complete the below checklist based on the youth pardon eligibility criteria outlined on Page 1 of this template application.

1. Were you convicted of a violent offense?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	DON'T KNOW <input type="checkbox"/>
2. Were you convicted of a sex offense?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	DON'T KNOW <input type="checkbox"/>
3. Has it been 10 years or more since you were convicted of this crime, or released from incarceration for the crime?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	DON'T KNOW <input type="checkbox"/>
4. Have you been convicted of any other crime since this offense?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	DON'T KNOW <input type="checkbox"/>
5. Are you currently a New York State resident?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	DON'T KNOW <input type="checkbox"/>
6. Are you a productive member of your community, meaning that you are working, looking for work, in school or legitimately unable to work? <i>(Please provide supporting documentation.)</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	DON'T KNOW <input type="checkbox"/>
7. Have you paid taxes on any income you have earned? <i>(When you submit your application, please be sure to include a completed copy of the Tax Information Release Form included at the end of this application packet.)</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	DON'T KNOW <input type="checkbox"/>

SECTION 3 – LEGAL HISTORY

A. Conviction(s) For Which A Pardon Is Being Requested

List the New York State conviction(s) for which you are requesting a pardon. If you need more room, please attach a document with the full list of convictions for which you are requesting a pardon. Note: the Governor’s Office will also review a complete copy of your criminal history report.

Conviction(s)	County of Conviction	Conviction Date	Sentence

3.A.1 - For each conviction included in your pardon request, please **describe in detail** what happened in the incident(s) that led to your arrest and conviction. This should be a factual description of the offense, including your role and involvement.

Did your sentence(s) include any fines or restitution? YES NO If Yes, how much were you fined or ordered to pay? \$ _____

If Yes, have you paid the fines or restitution in full? YES NO How much, if any, do you still owe? \$ _____

3.A.2 - Are you currently serving a term of probation or community supervision (also known as parole)? If so, how long have you served and how much time do you have left?

B. Other Arrests and Convictions

3.B.1 – Have you ever been arrested for any other crime in New York State aside from the one(s) you listed in Section 3.A above? If yes, list and explain each incident.

3.B.2 - Have you ever been arrested by any federal authority, or by authorities in any other state or country outside of New York State? If yes, list and explain.

3.B.3 – If you answered yes to questions 3.B.1 and/or 3.B.2 above and have one or more criminal convictions outside of New York State, please explain whether those convictions impact the relief you are seeking through your application for a pardon in New York State. Please note whether you have requested or received a pardon in the other state(s) where you have been convicted of a crime.

SECTION 4 – REASON FOR PARDON REQUEST

Why are you requesting a pardon? Please select at least one. If you select "Other," please explain.

Prevent Deportation

Apply for Green Card or
Citizenship

Employment

Housing

Other:

Have you applied for a pardon of
your New York State convictions
before?

YES

NO

If yes,
when?

4.1 - Please explain how a pardon will help you.

4.2 - Is this an urgent request? If yes, why is it urgent? Please include any upcoming court dates or other important deadlines that help explain why this request is urgent.

SECTION 5 – JUSTIFICATION FOR PARDON REQUEST

5.1 – To be eligible for a youth pardon, you must demonstrate that you are a productive member of your community. To do so, please provide a personal statement describing your life since your conviction(s), including an explanation of how you are a productive member of your community. For example, this may include information about your efforts toward self-development, educational achievements, professional accomplishments, current employment, involvement in counseling or treatment programs, participation in community or volunteer organizations, and any other details demonstrating that you are a positive member of your community.

5.1 continued - Additional space for personal statement:

Please remember that if you need more space to complete any section of this application form, you may attach as many additional pages as you need.

Please also remember to include copies of any documents supporting your application that you would like to provide. Supporting documentation may include, for example, copies of relevant court documents or immigration records; copies of employment records; and copies of letters of support from your community.

Do not send original documents because application materials cannot be returned after they are submitted.

SECTION 6 – APPLICANT DECLARATION

I, _____, declare under penalty of perjury under the law
of the
_____ (Print Applicant's Full Name)

State of New York that the information I have provided in this application form is true and correct.

Signature of Applicant

Date



To: Department of Taxation and Finance
 W.A. Harriman State Campus
 Albany, New York 12227
 (518) 435-2913

I, _____, authorize the Department of Taxation and Finance (“Department”) to disclose and discuss with the Executive Clemency Bureau and the Governor’s Office (Executive Chamber), the following information, for the purpose of considering my application for Executive clemency:

- Whether my New York State income tax returns have been timely filed, including appropriate extensions, for the prior four tax years.
- Whether any enforcement action – including, but not limited to, issuance of a tax warrant, lien, or judgment -- has been taken by the Department of Taxation and Finance against me and the status of such action; whether any income tax bills are currently outstanding past the due date, or whether any protests are currently filed by me and the status of any such protests.

I do not authorize the Executive Clemency Bureau to disclose, discuss, or share tax information other than that specifically delineated above. I understand that the Executive Clemency Bureau in no case will provide actual tax filings. I understand that the Clemency Bureau and the Executive Chamber will not share any tax information with any outside person or entity.

I will commence no claim against the Executive Clemency Bureau if they disclose the delineated information according to this release.

My Social Security Number is: _____

 Signature

 Date

For Taxation and Finance use only			
<u>New York State</u>	<u>Filer</u>	<u>Non-Filer</u>	<u>Remarks</u>
Year: _____	<input type="checkbox"/>	<input type="checkbox"/>	Current liability <input type="checkbox"/> Yes <input type="checkbox"/> No
Year: _____	<input type="checkbox"/>	<input type="checkbox"/>	Warrant <input type="checkbox"/> Yes <input type="checkbox"/> No
Year: _____	<input type="checkbox"/>	<input type="checkbox"/>	
Year: _____	<input type="checkbox"/>	<input type="checkbox"/>	
____/____/____	_____ Verifier’s signature		_____ Title
Date			_____ Telephone number