



**Corrections and  
Community Supervision**

**KATHY HOCHUL**  
Governor

**ANTHONY J. ANNUCCI**  
Acting Commissioner

**PARDON REQUEST - BACKGROUND INFORMATION FORM  
For Applicants Who Committed an Eligible Non-Violent  
Crime at Age 16 Or 17**

Please complete this form, to the best of your knowledge, and return to:  
**NYS Department of Corrections and Community Supervision**  
**Executive Clemency Bureau**  
The Harriman State Campus – Building 4  
1220 Washington Avenue  
Albany, NY 12226-2050

Full Name of Applicant:

Current Address:

Phone Number(s):

Alias:

Date of Birth:

Social Security Number: - - -

DIN #

NYSID#

FBI #

Alien Registration # (for immigration cases):

Provide details if any Immigration (ICE) proceedings are pending:

Please include information about your eligible New York State crime and conviction, if known

Arrest Charge:

Arrest Agency:

Arrest Date:

Your Age on Arrest Date:

Court and County of Conviction:

Conviction Charge:

Sentence Received:

Sentence Date:

Name and Address of Defense Attorney (if known):

Reason for Pardon Request (attach additional page or write on back with additional details if necessary):

Applicant's Signature: \_\_\_\_\_

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



## **DO YOU HAVE A CRIMINAL CONVICTION AND HAVE YOU REMAINED CRIME-FREE FOR 10 YEARS?**

**You may be able to have up to two criminal convictions and related charges sealed under new Criminal Procedure Law §160.59.**

### **WHAT IS THE NEW LAW?**

Beginning October 7th, 2017, **eligible individuals** convicted of an **eligible offense** may request to have their records sealed if they have not been convicted of another crime for a period of 10 years from the day they were sentenced or released from jail/prison (whichever is later).

### **WHO IS ELIGIBLE TO SEAL THEIR CONVICTIONS UNDER CRIMINAL PROCEDURE LAW §160.59?**

You are eligible if you have been crime-free for at least 10 years since your conviction and/or release *and* you have only two (2) convictions on your criminal record. If you have more than two (2) convictions, you may still be eligible if your convictions are related to the same one or two incidents. For example, if you were charged and convicted of multiple crimes during one incident, the court may choose to consider those multiple convictions as one incident or conviction when considering your application.

### **WHAT TYPE OF CONVICTIONS ARE ELIGIBLE OFFENSES?**

All misdemeanor convictions are eligible, and some felonies are eligible to be sealed. You can, however, seal at most one (1) felony. Sex offenses, violent felonies and serious felonies are not eligible for sealing.

### **WHAT HAPPENS WHEN A RECORD IS SEALED?**

The criminal record of your prior crime or crimes cannot be seen by anyone other than qualified state agencies and state and local law enforcement, unless you are seeking to become a police or peace officer, applying for a gun permit, or the information is needed for law enforcement purposes.

### **WHAT IS THE PROCESS FOR APPLYING UNDER CRIMINAL PROCEDURE LAW §160.59?**

**Step 1:** Visit the NY State Courts website at [nycourts.gov/courthelp/sealed/](http://nycourts.gov/courthelp/sealed/) to obtain a copy of the required forms, and instructions on how to fill them out. The instructions also contain a list of crimes that are ineligible for sealing.

**Step 2:** Read and follow the instructions provided to file a motion for sealing with the court.