

**OFFICE OF EXECUTIVE CLEMENCY**  
2601 Blairstone Road  
Building C, Room 229  
Tallahassee, FL 32399-2450  
Phone 850-488-2952

**INFORMATION AND INSTRUCTIONS ON APPLYING FOR RESTORATION OF CIVIL RIGHTS**

(If you are applying for other types of clemency, please see instructions for applying for clemency.)

**THIS PROCESS IS NOT AN ADVERSARIAL PROCEDURE AND YOU DO NOT NEED AN ATTORNEY TO REPRESENT YOU.**

It is important that the completed application form be entirely legible; therefore, please print or type. It should be fully and accurately completed.

The Executive Clemency Board will consider, but not be limited to, the following factors when determining whether to grant an applicant restoration of civil rights:

- (1) The nature of the offense;
- (2) Whether the applicant has any history of mental instability, drug or alcohol abuse;
- (3) Whether the applicant has a prior or subsequent criminal record, including traffic offenses;
- (4) The applicant's employment;
- (5) Whether the applicant is current or delinquent on child support requirements;
- (6) Letters submitted in support of, or opposition to, the grant of executive clemency.

The information which we request from you on the application form, and if you are interviewed by a Parole Examiner of the Florida Parole Commission, is needed to help provide the basis of an informed judgment as to whether or not you should be granted restoration of civil rights. This is our only purpose in asking you to complete and sign the application and requesting that an investigation be made. You are under no obligation to furnish any information. However, unless you do provide us with this information, we will be unable to process your application.

In making inquiries with respect to these matters, the Florida Parole Commission may interview you, persons who execute character affidavits or who write letters of reference concerning you, neighbors, employers, and other individuals who may be able to provide relevant information concerning you. While such inquiries are made discreetly and a reasonable effort is made not to disclose the reason for the investigation, we cannot assure that under no circumstances will the nature of the inquiry become known to some of the persons interviewed.

The Investigator will request you sign a notarized release statement to facilitate such investigation,

however, it may not be necessary to make contact with all individuals listed in such release statement. Pursuant to the Privacy Act of 1974, Chapter V, Section 552a, you will need to authorize any criminal justice agency, police department, sheriff's office, Federal or State agency, to make full disclosure and furnish copies of any information in its possession to any authorized Investigator of the Florida Parole Commission, as to your past and present background; and further authorize any and all physicians, hospitals, clinics, public health authorities and others to furnish full information about your physical and mental history and condition.

Executive clemency files are maintained to provide for the exercise of the Governor and Cabinet's constitutional clemency power and are, of course, routinely made available to them, members of their staff and other officials concerned with these proceedings. After the Board either grants or denies an application, an Order is prepared as to each grant of clemency and a copy of each order is maintained in the Office of Executive Clemency as an official record. Upon specific request, we advise anyone who asks whether a named person has applied for, been granted or denied clemency. Disclosures of the contents of Executive Clemency files to anyone may be made by the Governor when the disclosure is required by law or the ends of justice.

**PLEASE NOTE: All information submitted to the Office of Executive Clemency becomes the property of this office and will not be returned. Please keep copies of any paperwork you think you may need in the future.**