

**INSTRUCTIONS FOR FILING AN APPLICATION
NEBRASKA PARDONS BOARD - FULL PARDONS**

Applications are processed according to the date they are received in the Nebraska Board of Pardons Office. Applications will be scheduled on the next available open docket for considerations. Dockets can close at any time. There is no guarantee that any application received will be scheduled for the most current docket available. As numerous applications are received daily, any application received can be postponed and scheduled for a future consideration meeting. The Pardons Board process can take 9 – 12 months. Please follow instructions closely, applications that are not completed according to the instructions will be returned and cause further delays in setting the case on a docket.

MATERIALS NEEDED FOR CONSIDERATION

1. Completed application including the signature of the applicant.

An application secured from the office of the Board, should be completed giving detailed information as to one's activities since release. If an applicant has had more than one felony or misdemeanor conviction in Nebraska the application should include information for each conviction for which you wish a pardon. A pardon from Nebraska would in no way pardon one from convictions in other states.

2. Several reference/character letters. (Three or more)

Several letters verifying the applicant's good character from citizens of the community where the applicant has resided must accompany the application.

3. A receipt from the Clerk of the County or District Court indicating that all fines, court costs and restitutions have been satisfied.

Court fines, costs and restitutions are expected to be satisfied. A current dated letter from the Clerk of the District or County Court of the sentencing county stating that all fines, costs, and restitutions have been satisfied, or a current dated receipt showing all fines, costs, and restitutions have been paid, must be submitted with the application.

4. Court documents for penalties other than incarceration in state correctional facilities.

In the event an applicant is requesting a pardon from a misdemeanor or felony conviction where the penalty imposed was anything other than incarceration in a **state correctional** facility, **court documents must accompany the application** indicating the offense, date of sentence, and penalty (**Sentencing Order, Probation Order, and Release from Probation Order**). Records of term(s) of confinement in state correctional facilities are available to the Board through the Department of Correctional Services.

OVER

PROCEDURE

When an application is filed, the Board makes a thorough investigation of the case, determines if the application should be accepted for hearing and if accepted, sets the case for a public hearing. The applicant will be notified of the results within a reasonable amount of time.

The Board holds public hearings quarterly, usually in March, June, September, and December of each year. Specific dates are determined following each meeting for the next quarterly meeting.

If a hearing is granted on an application for full pardon, the applicant is expected to be in attendance for the hearing. If an applicant wishes to request a hearing in absentia, this request should be made when the application is filed. Only in rare cases will a hearing be granted in absentia. These are public hearings; a notice appears in state and county newspapers, the press may be in attendance, and testimony is taken from anyone appearing in support or opposition to the application. A reasonable effort will be made to contact the victim of offenses defined as crimes against a person by the Board's Policy and Procedure Guidelines.

The Board may consult with the Board of Parole concerning any application.

IMPORTANT:

Please keep copies of pardon application, court documents, character reference letters, and any other materials submitted for your personal records.

Pardons Board Website: www.pardons.state.ne.us