

STEP-BY-STEP PARDON PROCESS

1. ELIGIBILITY

- You **MUST** meet all eligibility standards for your application to be accepted by the Pardon Advisory Board (PAB).
- Please refer to our **Pardon Eligibility** document and our [WI Pardon Eligibility](#) video for a more in-depth explanation of the eligibility standards.
- Use [CCAP](#) to get more information on your criminal record and convictions.
- You can also call us at 414-278-2046 to verify that you meet all the requirements.

2. CERTIFIED COPIES

- Before filling out the application, you will need to obtain the 3 certified copies listed in the Pardon Checklist
 - **Criminal Complaint**
 - **Felony Information**
 - **Judgement of Conviction**
- Each of these copies has to be Certified by the Clerk of Courts and that is a \$5.00 fee. Additionally, each page copied by the Clerk of Courts is \$1.25
- To get these Certified copies, visit the Criminal Clerk of Courts located:
 - Milwaukee County Safety Building
Criminal Court Division
821 W. State St., Room 117
Milwaukee, WI 53233
 - We encourage you to call ahead at 414-248-5362, leave your name and date of birth, and they can have the documents ready for you to pick up

3. FILLING OUT THE PARDON APPLICATION

- You can handwrite or type the application. The Pardon Advisory Board will reject applications that they cannot read or understand, please write neatly or type it out.
 - You can access the Pardon Application here:
https://evers.wi.gov/Documents/PardonApp_Aug2021.pdf (Last Revised: August 2021)
 - We have recorded a [How-To video](#) that takes you through each question and gives you tips and more information on how to fill out the application
- **DO NOT SIGN YOUR PARDON APPLICATION UNTIL YOU ARE IN FRONT OF THE NOTARY. ****

4. ADDITIONAL DOCUMENTS TO INCLUDE

- Letters of Recommendation/Letters of Character
- Diplomas, Certificates, Transcripts etc.
- Resume
- Other relevant documents that you would like the PAB to consider

5. COPIES AND WHERE TO MAIL THEM

The original copy (that you signed in front of the notary) is sent to the PAB

Document/Page	# of Copies	Where to Send
Pardon Application (Pages 1-8 only)	Original + 3 copies (Sign original IN FRONT OF NOTARY before making copies)	Original to be mailed to the Pardon Advisory Board (PAB): Office of the Governor Attn: Pardon Advisory Board P.O. Box 7863 Madison, WI 53707 Copy 1 to be sent to the Judge. Copy 2 to be sent to the District Attorney. Copy 3 to be kept for your records.
Certified Copies <ul style="list-style-type: none"> ● Felony Information ● Criminal Complaint ● Judgement of Conviction 	Original + 3 copies	Original to be mailed to the PAB: Office of the Governor Attn: Pardon Advisory Board P.O. Box 7863 Madison, WI 53707 Copy 1 to be sent to the Judge. Copy 2 to be sent to the District Attorney. Copy 3 to be kept for your records.
Notice to Judge of Pardon (Page 10 of Pardon Application)	Original only	Original to be mailed to: Milwaukee County Clerk of Court Criminal Division Milwaukee County Safety Building 821 W. State St., Room 117 Milwaukee, WI 53233 You will receive a copy from the Judge's Office and they will mail the original to the PAB.
Notice to District Attorney of Pardon (Page 11 of Pardon Application)	Original only	Original to be mailed to: Milwaukee County District Attorney Office Milwaukee County Safety Building 821 W. State St., Suite 405 Milwaukee, WI 53233 You will receive a copy from the DA's Office and they will mail the original to the PAB.
Letters of Recommendation & Resume	Original + 1 copy	Original to be mailed to the PAB. Copy 1 to be kept for your records.
Diplomas, Certificates, Transcripts, etc.	Original + 1 copy	Copies to be sent to the PAB. Original to be kept for your records.

6. ADDITIONAL TIPS AND REMINDERS

- All applications and documents should be **mailed**. No electronic copies will be accepted.
- The Pardon Advisory Board will reach out to you via email or mail (USPS).
- Update the Pardon Advisory Board if **any** of your contact information changes, especially your address and phone number.
- The Pardon Advisory Board may look you up on social media. Keep your social media regulated or set to private.
- Prepare for your hearing. They will likely ask you the three following questions: 1) What was the crime/what happened?, 2) How has your life been affected by that/how has it changed since then?, and 3) Why do you believe you deserve a pardon?
- This is a long process. Remember to be kind to yourself, take breaks and be patient.