



# Helpful Info on Completing the Wisconsin Pardon Application

Milwaukee Justice Center - Mobile Legal Clinic's Expungement & Pardon Clinic

Milwaukee Justice Center  
*Mobile* **LEGAL** *Clinic*  
A project of MARQUETTE LAW SCHOOL and the MILWAUKEE BAR ASSOCIATION

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## But First: What is a Pardon?

**Effects of a pardon:** A pardon acts as a grant of forgiveness from the Governor that can restore some legal rights and privileges lost after a felony conviction:

- Restores right to hold **public office**
- Relieves some barriers to **employment** (employers cannot use evidence of a felony conviction against someone if the person was pardoned for that felony conviction)
- Restores **WI firearm rights** lost as a result of a felony conviction (does not restore firearm rights lost as a result of a domestic violence misdemeanor conviction; does not necessarily restore firearm rights in other states)
- **Note:** A pardon does not vacate the conviction or remove the case from a person's record (but the case notes will be updated to reflect the person was pardoned)

**Caution:** A pardon is NOT the same thing as **expungement**. Many people mistakenly use the term “expungement” when they are actually referring to a pardon. Though a pardon and expungement are similar, they have several key differences.

- Many people who are eligible for a pardon are not eligible for expungement because they were over age 25 at the time of the offense (or it happened prior to 2009), the offense was a more severe felony (class A through G), and/or the sentencing judge did not find the person eligible for expungement at the sentencing hearing.
- For more information on Wisconsin's expungement statute, see Wis. Stat. sec. 973.015.



# Overview of the Pardon Process

1. Establish pardon eligibility
2. Get certified copies of felony court documents
3. Complete pardon application packet
4. Gather and submit all pardon application materials
5. Wait to hear from the Pardon Board
6. Attend pardon hearing (if application not denied or expedited)



# Pardon Process:

## ***1. Establish pardon eligibility***

You are eligible for a pardon only if **all** of the following conditions apply to you:

- 1. You are seeking a pardon for a Wisconsin felony conviction.**
  - If the case was charged as a felony but resolved as a misdemeanor, it is not eligible.
  - Only misdemeanor convictions that come from the same case as the felony conviction will be considered for a pardon.
  - You can be eligible for a pardon on multiple felony convictions.
- 2. It has been at least 5 years since you finished any criminal sentence. This means you completed all confinement (jail, prison, etc.) AND supervised release (probation, parole, extended supervision).**
  - The sentence is “completed” on the date you were discharged (“off paper”).
  - Ex: If you are eligible for a pardon on a felony case from 20 years ago, but you have a misdemeanor conviction from 3 years ago, you will not be eligible on the felony case until it’s been 5 years since the misdemeanor case ended (even though you are not eligible on the misdemeanor).
- 3. You do not have any pending criminal cases or charges in any jurisdiction.**
- 4. You are not currently required to register as a sex offender.**



## Pardon Process:

### *2. Get certified copies of felony court documents*

For each felony case you are requesting a pardon on, you need to get certified versions of the following court documents:

- (1) Criminal Complaint
- (2) Felony Information; and
- (3) Judgment of Conviction

You need to request the documents from the county where the conviction happened. Contact the Clerk of Courts in that county (by phone, in person, or online). You may be able to order certified documents online (there may be an extra fee).

- The cost to get copies of the court documents is \$1.25 per page. Make sure you order *certified* versions of the documents—this is where the clerk stamps each document to certify it is a true and correct copy (it costs an extra \$5.00 to get each document certified)
- You do NOT need to get certified documents (or any documents) for misdemeanor cases or other cases you are not requesting a pardon on

# Pardon Process:

## 3. Complete pardon application packet

### Things to think about before you begin the pardon application:

- **The process is long.**
  - It takes time to gather the necessary court documents, complete the application, and submit all materials to the right places. And, once submitted, it usually takes around 18 months (sometimes up to 2 years) to be scheduled for a pardon hearing. Make sure this is something that you want to commit your time and energy to.
- **There is no guarantee/no right to a pardon.**
  - Any felony conviction case can be eligible for a pardon, but if you have multiple/recent/violent cases on your record, you are less likely to receive a pardon.
- **There may (or may not) be value in waiting.**
  - It is up to each Wisconsin governor to decide whether to appoint a Pardon Advisory Board. If a new governor is elected and does not appoint a Pardon Board, the ability to ask for/receive pardons in WI will be eliminated.
  - The more time you've had a clean record, the better (the Pardon Board wants to be confident you won't reoffend).
- **You can work with an attorney, but you shouldn't need to.**
  - You are not entitled to attorney representation for this process. For free and low-cost assistance, review the "Helpful pardon resources" box
- **It's a good idea to start gathering additional documents ahead of time (this can sometimes take a long time).**
  - Think resumes, letters of recommendation, diplomas/certificates, etc.
- **Regardless of the outcome, your story matters/you can still be a "success story."**
  - Even if you are not eligible for a pardon or your application is denied, you can still be a force for good in your community and show the world that you will not be defined by your past. Your story still matters!

### Helpful pardon resources:

- [WI Governor's Pardon FAQs website](#)
- [Mobile Legal Clinic's Expungement/Pardon Clinic](#)
- [Legal Action of WI](#)
- [WI Judicare](#)

# Pardon Process:

## 3. Complete pardon application packet

### General notes on completing the pardon application:

- Make sure the pardon application is the most updated version. It should say “**Last revised: August 2021**” on the bottom of the first page.
- The application responses can be typed, handwritten, or a combination (responses just need to be legible). You can include additional attachments if you run out of room or want to attach other relevant documents.
- Complete all questions, even if the answer is “None” or “N/A.”
- In general, the more context/information you provide, the better.
- You’ll need to include info on ALL criminal cases and interactions with law enforcement.
  - Public CCAP can help you find info on some cases, but it may not show everything (for example, dismissed, expunged, or noncriminal traffic cases).
  - It may be a good idea to download your [WI Crime Information Bureau \(CIB\) report](#), which should list your entire WI arrest history.
  - If you know of other non-criminal traffic tickets that happened in municipal court, you may need to contact the Clerk of Courts in that municipality for case info.

**Tony Evers**  
Governor of the State of Wisconsin

**State of Wisconsin Pardon Application**

**Notes:** This application and any materials submitted in support of it may be used for purposes other than consideration for a pardon. Further, the application and materials are subject to public disclosure under Wisconsin's Public Records Law, which means they may be released to members of the public if requested. Wis. Stat. §§ 19.31-19.39.

**Eligibility:** You are eligible for a pardon only if all of the following conditions apply to you:

1. You are seeking a pardon for a Wisconsin felony conviction.
2. It has been at least five (5) years since you finished any criminal sentence. This means you:
  - a. Completed all incarceration, and
  - b. Completed all supervised release (e.g., probation, parole, or extended supervision).
3. You do not have any pending criminal cases or charges in any jurisdiction.
4. You are not currently restricted to contact as a sex offender.

The Pardon Advisory Board will reject, without a hearing, any applications that do not meet the above criteria. You will be notified if your application is rejected due to ineligibility.

**Directions:** You must answer each question in the application. Incomplete or incomplete applications will be rejected. If you need more space to answer a question, you may attach additional pages to your application as long as you are clear about which question you are answering. Your application and accompanying materials must be mailed to the address below. Electronic submissions will not be accepted.

Office of the Governor  
WI Pardon Advisory Board  
1115 New Street  
Madison, WI 53702

Before you submit your application, make a copy of it for your own records. You must file the Pardon Advisory Board form if you contact information changes.

Applications can be filed only by a "preparer" who is someone other than the applicant, only if the applicant has given that preparer express permission to do so. Even if an applicant uses a preparer, the applicant still must sign and verify the application as described below.

**Process after submission:** If your application is found to be eligible and complete, you may be scheduled for a hearing before the Pardon Advisory Board. At this hearing, you will have approximately fifteen (15) minutes to answer questions about your offense. How your answers went, what you have done since the conviction of your sentence, and how you think you should receive a pardon. The hearing is open to the public and often streamed online. Your application will be forwarded to the Governor for consideration if a majority of the Board's members recommend a pardon.

Last revised: August 2021

# Pardon Process:

## 3. Complete pardon application packet

### Section 1 (Question 1): Personal Information

- Accuracy is important—the Pardon Board will use this information to contact you with updates or questions on the application.
- **Maiden/alias/former name(s):** Some information may be cross-checked with the Crime Information Bureau.

### Section 2: Criminal History

- **Question 2:** Include all felony conviction cases you are eligible for a pardon on. You can get most of this info (except for the “Date you completed your sentence”) from public CCAP or the Judgment of Conviction. If you have more than 3 pardon-eligible felony convictions, add additional boxes or write “See attached” and include another page with all information on the additional case(s).
  - **Crime:** Do your best to include name of offense, class of felony, and statute number.
  - **Date you completed your sentence:** If you don’t remember your discharge date and don’t have copies of your discharge paperwork, you can request that information online through the [State of WI Department of Corrections Public Records Center](#). If that isn’t feasible, you should at least include an approximate date to the best of your memory (don’t leave it blank).
  - **Sentence received:** If it was a probation sentence, include the stayed jail/prison sentence and the amount of jail time ordered as a condition of probation (if any).

Due to high demand, please be aware that it may take over a year for action on your application.

**Inquiries:** Frequently asked questions about the pardon process are available online here: [www.evers.wi.gov/Pages/pardon-information.aspx](http://www.evers.wi.gov/Pages/pardon-information.aspx). Other questions may be emailed to [GOVPardons@wisconsin.gov](mailto:GOVPardons@wisconsin.gov).

#### **Section 1: Personal Information**

1. Provide the following personal information:

Name (First Middle Last)	Date of birth (MM/DD/YYYY)
Email address	Home phone
Work phone	Cell phone
Place of birth (City, State)	Gender (optional)
Social Security Number	Race or Ethnicity (optional)
Home address	Mailing address

Maiden/alias/former name(s)	Dates used (MM/YY – MM/YY)

#### **Section 2: Criminal History**

2. List each crime for which you are seeking a pardon. *Attach additional pages if necessary.*

Crime	Court case number	County of conviction
Date of offense	Sentencing date	Sentence received (confinement and supervision)
Date you completed your sentence	District attorney(s) who oversaw your conviction	Judge(s) who presided over your conviction



# Pardon Process:

## 3. Complete pardon application packet

### Section 2: Criminal History (continued)

- **Question 3:** You will have to check the “Yes” box to confirm you got and included all **required certified court documents** for each case you’re requesting a pardon on.
- **Question 4:** List all other criminal convictions (aside from the pardon-eligible felony convictions). This includes misdemeanor, juvenile, expunged/sealed, out-of-state, and federal convictions.
  - This is where downloading a copy of your CIB report can help.
  - For juvenile cases, contact Children’s Court in that county for case info.

Crime	Court case number	County of conviction
Date of offense	Sentencing date	Sentence received (confinement and supervision)
Date you completed your sentence	District attorney(s) who oversaw your conviction	Judge(s) who presided over your conviction

Crime	Court case number	County of conviction
Date of offense	Sentencing date	Sentence received (confinement and supervision)
Date you completed your sentence	District attorney(s) who oversaw your conviction	Judge(s) who presided over your conviction

3. For each crime listed above, attach a certified copy of: **(1) the criminal complaint, (2) the information, and (3) the judgment of conviction.** You can get certified copies of these three documents from the clerk of courts in the county of conviction. You will likely have to pay photocopying and certification fees. Uncertified copies will not be accepted.

I have attached certified copies of these three court documents. Yes  No

4. Have you ever been convicted of any crimes other than those listed above? This includes juvenile cases or adjudications, expunged or sealed cases or convictions, and convictions from other places, such as from other states or federal convictions. Yes  No

If yes, provide the following information. *Attach additional pages if necessary.*

Crime	Court case number	County of conviction	Sentence received (confinement and supervision)	Date sentence completed

# Pardon Process:

## 3. Complete pardon application packet

### Section 2: Criminal History (continued)

- **Question 5:** If you still owe **restitution**, it does not make you ineligible for a pardon, but we strongly recommend paying it in full before you submit the application/before the pardon hearing. If you can't pay it, be prepared to explain why.
- **Question 6:** If you **applied for a pardon** under Gov. Evers in **the past** and it was denied, make sure it has been at least 18 months since the date of denial. If you applied for a pardon under a previous governor, list the name of that governor.

5. Were you ordered to pay restitution for any of your crimes? Yes  No

If yes, have you paid the full amount ordered? Yes  No

*If you have proof that you paid restitution, please include it with your application.*

6. Have you ever applied for pardon before? Yes  No

If yes, please provide the date of the request (MM/YYYY): \_\_\_\_\_

If yes, did you receive a hearing or formal denial? Please describe and provide the date of the hearing and/or receipt of formal denial:

\_\_\_\_\_

7. Except for the crime(s) listed above for Questions 2 and 4, have you had any other interactions with law enforcement? This includes arrests that did not lead to any charges, deferred judgments, criminal charges that were later dropped or dismissed, or instances where you have been the subject of criminal investigations. Yes  No

If yes, explain the interaction(s) in your own words, including the date, state and county, and the circumstances which led to the contact(s). *Attach additional pages if necessary.*

\_\_\_\_\_

8. Has anyone ever gotten a restraining order or order of protection against you? Yes  No

If yes, explain what happened and when. *Attach additional pages if necessary.*

\_\_\_\_\_

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# Pardon Process:

## 3. Complete pardon application packet

### Section 2: Criminal History (continued)

- **Question 7:** List any other interactions you've ever had with law enforcement, including WI or out-of-state acquittals, arrests, dismissed cases, noncriminal traffic cases, and criminal investigations. It may be helpful to download a copy of your CIB report.
- **Question 8:** The Pardon Board frequently asks questions about these cases during the pardon hearings. It's also a good idea to include restraining order cases that were filed and then dismissed, or cases where you filed for a restraining order against someone else.
- **Note:** For Questions 7 and 8, include as much as you can find/remember about the interaction, including the date, state and county, outcome, and, if appropriate (especially for serious offenses/charges), explain the context surrounding the event.

5. Were you ordered to pay restitution for any of your crimes? Yes  No

If yes, have you paid the full amount ordered? Yes  No

*If you have proof that you paid restitution, please include it with your application.*

6. Have you ever applied for pardon before? Yes  No

If yes, please provide the date of the request (MM/YYYY): \_\_\_\_\_

If yes, did you receive a hearing or formal denial? Please describe and provide the date of the hearing and/or receipt of formal denial:

7. Except for the crime(s) listed above for Questions 2 and 4, have you had any other interactions with law enforcement? This includes arrests that did not lead to any charges, deferred judgments, criminal charges that were later dropped or dismissed, or instances where you have been the subject of criminal investigations. Yes  No

If yes, explain the interaction(s) in your own words, including the date, state and county, and the circumstances which led to the contact(s). *Attach additional pages if necessary.*

8. Has anyone ever gotten a restraining order or order of protection against you? Yes  No

If yes, explain what happened and when. *Attach additional pages if necessary.*

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# Pardon Process:

## 3. Complete pardon application packet

### Section 3: Grounds for a Pardon

- **Note:** Questions 9, 10, and 11 are arguably the most important sections on the pardon application. This is your opportunity to explain in your own words what happened and to be heard on why you feel you need a pardon.
- **Question 9:** If you have multiple felony cases, organize this section starting with the oldest case.
  - Explain what was going on at that time in your life. If you experienced trauma or issues with addiction, abuse, poverty, health, loss of loved ones, etc., talk about how that impacted you.
  - Describe in detail your involvement in the offense and take ownership of your actions if appropriate.
  - Describe how your sentence went and how you felt/what you did after it was complete. If your probation was extended or revoked or if you were discharged early, include details.

#### Section 3: Grounds for a Pardon

9. In your own words, describe *in detail* the crime(s) for which you are seeking a pardon. Explain what happened, why you committed the crime(s), and any other information you believe the Pardon Advisory Board should consider related to the criminal activity. *Attach additional pages if necessary.*



10. Describe the specific reason(s) why you want or need a pardon. This includes whether the pardon is necessary for a specific occupational license or other professional reasons. *Attach additional pages if necessary.*



# Pardon Process:

## 3. Complete pardon application packet

### Section 3: Grounds for a Pardon (continued)

- **Question 10:** Describe in detail why you want or need a pardon. You may feel it's important to talk about how you don't want the felony to define you, or you want to show your children that it's possible to turn things around, etc., but the more **concrete, specific reasons** are most compelling for the Pardon Board.
  - Have you been denied adequate housing, job opportunities/career advancements, or educational/other professional licensing opportunities because of your felony? *If you have denial letters or other proof, include those documents!*
  - Do you want to travel out of the country or hold public office?
  - If you feel you need a firearm for your safety, talk more about why that is. If your only listed reason for wanting a pardon is to restore your firearm rights, that may not be compelling enough for a pardon.

#### Section 3: Grounds for a Pardon

9. In your own words, describe *in detail* the crime(s) for which you are seeking a pardon. Explain what happened, why you committed the crime(s), and any other information you believe the Pardon Advisory Board should consider related to the criminal activity. *Attach additional pages if necessary.*

10. Describe the specific reason(s) why you want or need a pardon. This includes whether the pardon is necessary for a specific occupational license or other professional reasons. *Attach additional pages if necessary.*

# Pardon Process:

## 3. Complete pardon application packet

### Section 3: Grounds for a Pardon (continued)

- **Question 11:** Talk about any other reasons you feel you should be pardoned. Has it been a long time since the conviction/were you a teenager when it happened? How have you changed or grown? What successes have you had? Have you had a clean record since then?
- **Question 12:** Complete the employment history section as thoroughly as possible, in order from newest to oldest.
  - Include times you were unemployed due to school, disability, or other reasons.
  - You don't need to include employment before your conviction(s).
  - If it's easier to attach a resume/CV, write "See attached" in this section.
  - If you can't remember or find details, it's okay to write "can't remember."

11. Describe any other reason(s) why a pardon should be granted. This includes the length of time since conviction, the lack of subsequent criminal contacts, personal development and growth since conviction, additional documented need for a pardon, etc. *Attach additional pages if necessary.*

12. List your employment history since your conviction. Include times when you were unemployed. *Attach additional pages if necessary.*

Employer	Position held	Employer address and phone number	Name of supervisor	Dates of employment

# Pardon Process:

## 3. Complete pardon application packet

### Section 3: Grounds for a Pardon (continued)

- **Questions 13-18:** Write “None” or “N/A” if the question doesn’t apply to you. Feel free to attach additional documentation (copies of diplomas, certificates, transcripts, awards, etc.).
- **Question 19:** We *strongly recommend* you include letters of recommendation. The Pardon Board places great value in these letters. If you choose not to submit any letters, they will usually ask why during the hearing.
  - Try to get at least 3 letters from people who know you well and can speak to your growth and positive character. Think spouses, relatives, current and former colleagues and bosses, coaches, teachers, friends, neighbors, people from church, etc.
  - The completed, signed letters should be sent to you, not directly to the Pardon Board! Include them with all your other application materials.

13. List the highest grade you completed or degree you received: \_\_\_\_\_

14. Describe any education you have received since conviction. List all courses, programs, certificates, or degrees completed, including prison programs. Transcripts, diplomas, or other documentation may be attached, but are not necessary. *Attach additional pages if necessary.*

15. If you served in the military, provide the details of your service, including the dates of service, the branch of service, rank or rate, and type of discharge received. *Attach additional pages if necessary.*

16. Describe any community service, activities, or volunteer work you have participated in since conviction. *Attach additional pages if necessary.*

17. Describe any treatment or counseling you have participated in since conviction. *Attach additional pages if necessary.*

18. Describe any other steps or actions that you have not mentioned so far that you have taken since conviction to address your criminal behavior or to become a positive member of your community. *Attach additional pages if necessary.*

19. Attach **letters of recommendation** and any other relevant documents that you would like the Pardon Advisory Board to consider. *Optional but strongly encouraged.*

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# Pardon Process:

## 3. Complete pardon application packet

### Section 4 (Question 20): Notice of Pardon Application

- Check the “Yes” box and make sure you send the last 2 pages of the application (Page 10 & Page 11) to the appropriate Judge’s and DA’s offices.
  - See slide 18 for notes on mailing the notice pages.

### Section 5: Background Check Authorization

- Sign and date this section, indicating you agree that the WI Department of Corrections can conduct a background check on you and share the results with the Pardon Board. By signing, you also agree that the State of WI can request information about you from other entities (employers, schools, police departments, banks, etc.).

#### **Section 4: Notice of Pardon Application**

20. Complete and mail the notice forms (provided below) to each clerk of courts and each district attorney’s office that oversaw over your conviction(s). If you are seeking a pardon for convictions from multiple counties, the clerk of courts and district attorney’s office from each county must be sent a notice form. It is *strongly encouraged* that you provide the clerk of courts and district attorney’s office a copy of your application materials or a cover letter explaining why you are seeking a pardon.

I sent the notice forms to the clerk of courts and district attorney’s office that oversaw my conviction(s). Yes  No

#### **Section 5: Background Check Authorization**

By signing this form, I authorize the State of Wisconsin to conduct a background investigation and verify the information provided above. I also authorize the Department of Corrections to release any confinement or supervision records to the Office of the Governor, any designee tasked with evaluating pardon applications, and the Pardon Advisory Board. In connection with this consent, I authorize the use of law enforcement agencies and/or private background check organizations to assist in collecting this information. I also authorize and request any present or former employer, school, police department, financial institution or other person(s) with personal knowledge of me to provide the requestor with any and all information in their possession regarding me in connection with my application for pardon. I authorize that a photocopy of this authorization be accepted with the same authority as the original.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Section 6: Certification**

I certify, under the penalty of perjury, that the information in this application is true and correct to the best of my knowledge and that I have complied with the above Section 4 notice requirements.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant must sign in the presence of a Notary Public.

FOR NOTARY USE ONLY:

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

Notary public signature: \_\_\_\_\_

My commission is permanent/expires: \_\_\_\_\_

FOR PREPARER USE ONLY:

To be completed and signed if application was completed by someone other than the applicant.

Preparer’s Printed Name: \_\_\_\_\_

Preparer’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Pardon Process:

## 3. Complete pardon application packet

### Section 6: Certification

- Do not sign or date this part until you are in front of a Notary Public. You can get documents notarized at most banks, offices, and package stores (like the UPS store). Bring your photo ID.
- By signing and dating this section, you are swearing that the information in the application is true and correct to the best of your knowledge.
- Do not add or change anything on the application after you get it notarized.

**For Preparer Use Only:** You can leave this section blank unless you authorized another person to complete the application for you (if someone else completed it for you, they need to sign and date in this section).

#### **Section 4: Notice of Pardon Application**

20. Complete and mail the notice forms (provided below) to each clerk of courts and each district attorney's office that oversaw over your conviction(s). If you are seeking a pardon for convictions from multiple counties, the clerk of courts and district attorney's office from each county must be sent a notice form. It is *strongly encouraged* that you provide the clerk of courts and district attorney's office a copy of your application materials or a cover letter explaining why you are seeking a pardon.

I sent the notice forms to the clerk of courts and district attorney's office that oversaw my conviction(s). Yes  No

#### **Section 5: Background Check Authorization**

By signing this form, I authorize the State of Wisconsin to conduct a background investigation and verify the information provided above. I also authorize the Department of Corrections to release any confinement or supervision records to the Office of the Governor, any designee tasked with evaluating pardon applications, and the Pardon Advisory Board. In connection with this consent, I authorize the use of law enforcement agencies and/or private background check organizations to assist in collecting this information. I also authorize and request any present or former employer, school, police department, financial institution or other person(s) with personal knowledge of me to provide the requester with any and all information in their possession regarding me in connection with my application for pardon. I authorize that a photocopy of this authorization be accepted with the same authority as the original.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Section 6: Certification**

I certify, under the penalty of perjury, that the information in this application is true and correct to the best of my knowledge and that I have complied with the above Section 4 notice requirements.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Applicant must sign in the presence of a Notary Public.*

FOR NOTARY USE ONLY:

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

Notary public signature: \_\_\_\_\_

My commission is permanent/expires: \_\_\_\_\_

FOR PREPARER USE ONLY:

*To be completed and signed if application was completed by someone other than the applicant.*

Preparer's Printed Name: \_\_\_\_\_

Preparer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Pardon Process:

## 3. Complete pardon application packet

### Section 7: Application Checklist

- Use this chart to make sure you have everything you need before submitting the application.
- **We recommend completing and including this page** with the rest of the application, *even though it says you are not required to submit the form* (some applications have been rejected for not including this page).
- If you are including letters of recommendation, you can write the names of the people who wrote the letters in the blank space on the chart (we suggest listing the names in the order you attach them to the end of the application).

Section 7: Application Checklist		
Before submitting your pardon application, review the checklist below and check each item. You are <u>not</u> required to submit this form with your application; it is for your own personal use.		
Questions	Yes	No
I am eligible for a pardon, meaning I meet all eligibility criteria listed on page one (1) of the application.	<input type="checkbox"/>	<input type="checkbox"/>
I have answered every question on the pardon application.	<input type="checkbox"/>	<input type="checkbox"/>
I have made a copy of my pardon application for my own records.	<input type="checkbox"/>	<input type="checkbox"/>
I enclosed the following materials with my application:	Yes	No
The <i>certified</i> criminal complaint for <i>each</i> crime for which I am seeking a pardon.	<input type="checkbox"/>	<input type="checkbox"/>
The <i>certified</i> information document for <i>each</i> crime for which I am seeking a pardon.	<input type="checkbox"/>	<input type="checkbox"/>
The <i>certified</i> judgment of conviction for <i>each</i> crime for which I am seeking a pardon.	<input type="checkbox"/>	<input type="checkbox"/>
Letters of recommendation. ( <i>Optional but strongly encouraged</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Other relevant documents. ( <i>Optional</i> )	<input type="checkbox"/>	<input type="checkbox"/>
I mailed a notice form to the parties listed below for each conviction I am seeking a pardon. (Do <u>not</u> submit the notice forms with your application. Mail the forms directly to the parties listed below.)	Yes	No
The clerk of courts in the county of my conviction(s).	<input type="checkbox"/>	<input type="checkbox"/>
The district attorney's office in the county of my conviction(s).	<input type="checkbox"/>	<input type="checkbox"/>
Mail your completed application to the below address. Electronic submissions will <u>not</u> be accepted.		
Office of the Governor Attn: Pardon Advisory Board P.O. Box 7863 Madison, WI 53707		
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# Pardon Process:

## 3. Complete pardon application packet

Last 2 pages (Page 10 & 11): Notice to Judge of Pardon Application & Notice to District Attorney of Pardon Application

- **Complete the top part of each page with identical information**
  - **First chart:** Add your contact information. The info here should match your contact info listed in Question 1.
  - **Second chart:** List each felony case you are requesting a pardon on. The info here should match the info for that case in Question 2.
  - **Leave the bottom chart blank.** The Judge's and DA's offices will complete those sections.
- **Mail each Notice Page to the Judge and DA in each county of conviction.**
  - After the Judge's and DA's offices complete and sign the notice forms, they will send them to the Pardon Board in Madison.
  - Include copies of Page 1-9 of the application with each Notice page.
  - You don't need to address the mailings to the specific names of the Judge/DA in your case.
  - **"Notice to Judge" form:** Mail to Clerk of Courts in county of conviction.
  - **"Notice to District Attorney" form:** Mail to District Attorney office in county of conviction.
  - To find the addresses for the Clerk of Courts and District Attorney's office, search the internet for "[county name] WI Clerk of Courts office" & "[county name] WI District Attorney office."
  - If you have felony convictions from different counties, you must send a notice form to the DA's and Judge's office in each county!

**Notice to Judge of Pardon Application**

**TO THE APPLICANT:** Fill out the information below. Mail this form to each clerk of courts that oversaw your conviction. Do not submit this form with your pardon application. It is *strongly encouraged* that you provide the clerk of courts a copy of your application materials or a cover letter explaining why you are seeking a pardon.

Applicant name	Date of birth (MM/DD/YYYY)
Mailing address	Phone number and email address

I am seeking a pardon for the following crime(s):

Crime	Court case number	Sentence	Sentencing date (MM/DD/YYYY)

**TO THE JUDGE** whether the above pardon will be granted. Email [GOVPardons@wisconsin.gov](mailto:GOVPardons@wisconsin.gov)

Judge's comments

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Judge's name (print)

Please send the completed original form to Office of the Governor, Attn: Pardon Advisory Board, P.O. Box 7863, Madison, WI 53707 or [GOVPardons@wisconsin.gov](mailto:GOVPardons@wisconsin.gov), and a copy to the applicant at the mailing address or email address listed above.

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**Notice to District Attorney of Pardon Application**

**TO THE APPLICANT:** Fill out the information below. Mail this form to each district attorney's office that oversaw your conviction. Do not submit this form with your pardon application. It is *strongly encouraged* that you provide the district attorney's office a copy of your application materials or a cover letter explaining why you are seeking a pardon.

Applicant name	Date of birth (MM/DD/YYYY)
Mailing address	Phone number and email address

I am seeking a pardon for the following crime(s):

Crime	Court case number	Sentence	Sentencing date (MM/DD/YYYY)

**TO THE DISTRICT ATTORNEY:** The Governor and the Governor's Pardon Advisory Board request your opinion on whether the above-named applicant should be granted a pardon. Your support or opposition to a pardon will be given significant weight by the Governor and the Board. If you have questions, please email [GOVPardons@wisconsin.gov](mailto:GOVPardons@wisconsin.gov). Thank you for your assistance.

DA's or ADA's comments (Support / Oppose / No Opinion)

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DA's/ADA's name (print)	DA's/ADA's signature	Date
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Please send the completed original form to Office of the Governor, Attn: Pardon Advisory Board, P.O. Box 7863, Madison, WI 53707 or [GOVPardons@wisconsin.gov](mailto:GOVPardons@wisconsin.gov), and a copy to the applicant at the mailing address or email address listed above.

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# Pardon Process:

## 3. Complete pardon application packet

Last 2 pages (Page 10 & 11): Notice to Judge of Pardon Application & Notice to District Attorney of Pardon Application

### For Milwaukee County convictions:

- Address for Judge (Clerk of Courts):

Milwaukee County Clerk of Court (Criminal)  
821 W. State St., Rm. 117  
Milwaukee, WI 53233

- Address for District Attorney:

Milwaukee County District Attorney  
821 W. State St., Rm. 405  
Milwaukee, WI 53233

**Notice to Judge of Pardon Application**

**TO THE APPLICANT:** Fill out the information below. Mail this form to each clerk of courts that oversaw your conviction. Do not submit this form with your pardon application. It is *strongly encouraged* that you provide the clerk of courts a copy of your application materials or a cover letter explaining why you are seeking a pardon.

Applicant name	Date of birth (MM/DD/YYYY)
Mailing address	Phone number and email address

I am seeking a pardon for the following crime(s):

Crime	Court case number	Sentence	Sentencing date (MM/DD/YYYY)

**TO THE JUDGE:** whether the above named applicant should be granted a pardon will be given significant weight by the Governor and the Board. If you have questions, please email [GOVPardons@wisconsin.gov](mailto:GOVPardons@wisconsin.gov).

Judge's comments

Judge's name

Please send the completed original form to Office of the Governor, Attn: Pardon Advisory Board, P.O. Box 7863, Madison, WI 53707 or [GOVPardons@wisconsin.gov](mailto:GOVPardons@wisconsin.gov), and a copy to the applicant at the mailing address or email address listed above.

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**Notice to District Attorney of Pardon Application**

**TO THE APPLICANT:** Fill out the information below. Mail this form to each district attorney's office that oversaw your conviction. Do not submit this form with your pardon application. It is *strongly encouraged* that you provide the district attorney's office a copy of your application materials or a cover letter explaining why you are seeking a pardon.

Applicant name	Date of birth (MM/DD/YYYY)
Mailing address	Phone number and email address

I am seeking a pardon for the following crime(s):

Crime	Court case number	Sentence	Sentencing date (MM/DD/YYYY)

Pardon applicant: do not fill out anything beyond this point.

**TO THE DISTRICT ATTORNEY:** The Governor and the Governor's Pardon Advisory Board request your opinion on whether the above-named applicant should be granted a pardon. Your support or opposition to a pardon will be given significant weight by the Governor and the Board. If you have questions, please email [GOVPardons@wisconsin.gov](mailto:GOVPardons@wisconsin.gov). Thank you for your assistance.

DA's or ADA's comments (Support / Oppose / No Opinion)

DA's/ADA's name (print)	DA's/ADA's signature	Date

Please send the completed original form to Office of the Governor, Attn: Pardon Advisory Board, P.O. Box 7863, Madison, WI 53707 or [GOVPardons@wisconsin.gov](mailto:GOVPardons@wisconsin.gov), and a copy to the applicant at the mailing address or email address listed above.

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## Pardon Process:

### *4. Gather and submit all pardon application materials*

At the same time you mail the notice pages to the Judge's and DA's offices, mail the original, completed and notarized pardon application and all accompanying materials to the Pardon Board in Madison.

- First, make a copy of all materials for you to keep and reference!
- Include the following:
  - Original, completed, notarized pardon application
  - Original certified copies of (1) Criminal Complaint; (2) Felony Information; and (3) Judgment of Conviction for each felony case requesting a pardon on
  - Letters of recommendation
  - Additional documentation or attachments to any application questions
- **Mail to this address** (no electronic submissions!):

Office of the Governor  
Attn: Pardon Advisory Board  
P.O. Box 7863  
Madison, WI 53707



# Pardon Process:

## *5. Wait to hear from the Pardon Board*

- **Initial Submission:** The Pardon Board will reach out to you (by email/phone/mail) to let you know they've received your application materials.
  - They will let you know if they are missing any documents.
- **Review Process:** Because of the volume of applications and the thorough application review/background check process, this review period usually takes anywhere from 13-18 months.
  - If your contact information changes during this time, be sure to contact the Pardon Board with the updates!
  - Questions or requests for an update in application status may be emailed to [GOVPardons@wisconsin.gov](mailto:GOVPardons@wisconsin.gov). If you do not have access to email, you can call (608) 266-1212 (Milwaukee applicants can call (414) 227-4344). Staff cannot answer questions about the details of your application.
- **Decision by the Pardon Board:** These decisions will usually be mailed to you in writing.
  - If the Pardon Board **denies your application** without a hearing, there is no appeal process. If you want to reapply, you need to wait 18 months from the date of denial.
  - If the Pardon Board schedules you for a **pardon hearing**, they will notify you about 1 month before the hearing and provide you with details on how to attend the hearing.
  - If the Pardon Board **expedites your application**, it means they think it is strong enough to be forwarded directly to the Governor for signing (without a hearing). They will notify you when this happens.



# Pardon Process:

## ***6. Attend pardon hearing*** *(if application not denied or expedited)*

- Pardon hearings have most recently been held remotely, on Zoom.
  - If you have issues joining the Zoom hearing, the Pardon Board will help you troubleshoot.
- Plan on speaking for about 5 minutes total.
  - In the first few minutes, you should answer the following questions:
    - What were the events leading up to the conviction and how did your sentence go?
    - What have you done since the completion of your sentence? (Community involvement, employment, etc.)
    - Why are you seeking a pardon/why do you believe the Governor should grant you a pardon?
  - The remaining few minutes will be spent answering any questions from the Pardon Board members.
  - If there is confusing, conflicting, or missing information that you've identified in your application, it's a good idea to address that upfront.
- After the hearing, the Pardon Board will decide whether to recommend your application for a pardon. The Governor will make the final decision.
  - The Pardon Board will reach out to you with the outcome within 1-2 months of the hearing.



## Pardon Process:

### ***6. Attend pardon hearing*** *(if application not denied or expedited)*

#### Other tips for preparing for the pardon hearing:

- **Keep social media accounts on private** and/or monitor what you post. The Pardon Board may search your social media and ask questions if they see anything concerning.
- **Watch real pardon hearings online!** This is one of the best things you can do to prepare. Pay attention to the types of questions the Pardon Board asks, as well as their reactions to the things being said by the pardon applicant.
  - You can stream past and live hearings on the Governor's Pardons Account on Youtube: [GOVPardons Account - YouTube](#)
  - You can also stream hearings on WisconsinEye's website: [Schedule - WisconsinEye \(wiseye.org\)](#)





## Questions?

Email [expungemke@gmail.com](mailto:expungemke@gmail.com) or visit <https://www.mkemobilelegalclinic.com>