



SCHEDULE B

If you think your situation meets the criteria outlined in Schedule A, complete the Royal Prerogative of Mercy (RPM) / *Corrections and Conditional Release Act* (CCRA) Application Form and return it to the Parole Board of Canada (PBC) along with all of the documents described below. Clemency can only be considered where there is sufficient official documentation to support the claim of undue hardship.

Documents to be provided with the RPM or CCRA Application Form

Documents	RPM	CCRA
A certified copy of your criminal record (See Step 1 in the official Parole Board of Canada Record Suspension Application Guide at www.recordsuspension.gc.ca)	✓	✓
Court information for all offences, including any convictions that do not appear on your criminal record (if any); and, if applicable, proof of payment of any fine, surcharge, restitution or compensation order imposed (See Step 2 in the Record Suspension Guide)	✓	
A certificate of conviction and documentation that confirms the date on which the driving prohibition order commenced and its duration		✓
If you are a current or past member of the Canadian Forces, a copy of your military conduct sheet (See Step 3 in the Record Suspension Guide)	✓	
Local police records check (See Step 4 in the Record Suspension Guide)	✓	
If you were born outside of Canada, a photocopy of a document which supports your immigration status , if applicable (See Step 5 in the Record Suspension Guide)	✓	
A photocopy of a document which supports your identity . This government issued (Federal, Provincial or Municipal) document must have your name, date of birth and signature	✓	✓
Official third-party proof to substantiate your claim of undue hardship (Ex.: doctor, school, employer, etc.)	✓	✓

The PBC must be able to assess, based on the documents provided, whether a claim is valid, and that facts are accurate. Please note the importance of the third-party documentation, as the PBC must examine whether your application shows that the criteria for the remedy or remedies requested are satisfied.

Third-party proof may take many forms and come from a number of sources; you will need to decide what documents (medical, educational, employment, financial) are relevant in your case to clearly show that you are suffering undue hardship due to your criminal record or personal circumstances.