Parole Board of Canada
Commission des libérations conditionnelles du Canada

Parole Board of Canada

Royal Prerogative of Mercy (Clemency) Application Guide

Step-by-step instructions and application forms

DO YOU NEED HELP TO APPLY?

Contact the Parole Board of Canada at:

Toll-free Info Line: 1-800-874-2652

clemency-clemence@pbc-clcc.gc.ca

Canada.ca/clemency

Canada

Did You Know?

The Royal Prerogative of Mercy (RPM), commonly referred to as clemency, is a monarch's prerogative exercised in Canada by the Governor General or the Governor in Council.

Clemency is granted in exceptional circumstances in deserving cases involving federal offences, where no other remedy exists in law to reduce severe negative effects of criminal sanctions.

Clemency can be requested for various reasons, including: employment, perceived inequity, medical conditions, immigration to Canada, compassion and financial hardship.

The Governor General or the Governor in Council grants clemency upon the recommendation of a Minister of the Crown. In most cases it is the Minister of Public Safety who makes the recommendation.

You can submit your clemency application to the Parole Board of Canada (PBC).

IMPORTANT:

Read through this application guide carefully before starting the application. It includes a fillable application form and step-by-step instructions for completing the application for clemency.

There is **no fee** to apply for clemency, however applicants may incur costs during the process of collecting required documents (e.g., fingerprints, copies of criminal record, court documents, police checks, etc.).

IMPORTANT:

Keep a photocopy of all documents you submit to the PBC for your own records.
Submit your original signed application form, along with the required documents listed in section "Schedule A – Remedies under the Royal Prerogative of Mercy (RPM)".

Steps to apply for Royal Prerogative of Mercy (RPM)

STEP 1	Fill in the **Royal Prerogative of Mercy (Clemency) Application Form** (*Refer to Schedule A for information about the different remedies).*	**Page 6**
STEP 2	Get your **criminal record*** (convictions, conditional and absolute discharges form) from the Royal Canadian Mounted Police or your **Proof of conviction** documents, if required.	**Page 7**
STEP 3	Get your **court information*** using the **Court Information Form**.	**Page 8**
STEP 4	Get your **Military Conduct Sheet** (if you are a current or former member of the Canadian Armed Forces).	**Page 9**
STEP 5	Get your **Local Police Records Check(s)** using the **Local Police Records Check Form**.	**Page 10**
STEP 6	Provide a photocopy of your document to support **your identification**.	**Page 11**
STEP 7	**Provide official third-party proof to support your application** (*complete Undue Hardship Documents* (e.g., doctor, school, employer, etc.)).	**Page 11**
STEP 8	Sign and date the **Clemency Applicant Consent & Privacy Form**.	**Page 11**

* If a decision for a record suspension/pardon under the *Criminal Records Act* has already been made, you may not need to provide your criminal record and/or court information.

Schedule A – Remedies under the Royal Prerogative of Mercy (RPM)

Remedy:	Definition:	Criteria:
Relief from Prohibitions (bans) **(e.g., weapons, firearms, driving, etc.)**	Cancellation or variation of a prohibition that was ordered against an individual by a court, either as a result of a conviction or separately from or in the absence of a conviction.	› There should be clear evidence of injustice, inequity or error in law, or that the prohibition is causing undue hardship* to the individual as a result of the order; and › It may be cancelled or varied only where there is clear evidence that cancelling or varying the prohibition would not place society at undue risk of the individual's re-offending.
Remission of Fine, Forfeiture, Estreated Bails and Pecuniary Penalties	Setting aside of all, or part of, the penalty imposed by the court.	› There is clear evidence of injustice, inequity or error in law, or undue hardship* experienced as a result of the sentence; and › In order for a monetary penalty to be remitted, consideration should be given to whether the remission would result in hardship to another person.
Conditional Pardon – prior to eligibility, or due to ineligibility, under the *Criminal Records Act* (CRA)	Allows an individual, who is not yet eligible or permanently ineligible for a record suspension under the CRA, to have their criminal record kept separate and apart.	› The individual must be able to demonstrate their current ineligibility under the CRA; › There is evidence of good conduct; and › There should be clear evidence of undue hardship*.

* There is clear evidence of undue hardship, which may include suffering of a psychological, physical or financial nature, out of proportion to the nature and seriousness of the specific offence(s) and/or more severe than that typically experienced by other individuals convicted of the same or similar offence(s).

Remedy:

Respite

Definition:

Temporary interruption of the execution of a sentence.

Criteria:

- There should be clear evidence that failure to grant such an act of clemency would result in undue hardship* or create an inequity.
- The granting of a respite should not place society at undue risk of the individual's re-offending.

Remedy:

Remission of Sentence (probation/incarceration/ conditional release)

Definition:

Erasing of all, or part of, a sentence imposed by the court.

Criteria:

- There should be clear evidence of injustice, inequity or error in law, or undue hardship* experienced as a result of the sentence.
- Remitting the sentence should not place society at undue risk of the individual's re-offending.

Remedy:

Conditional Release prior to eligibility under the *Corrections and Conditional Release Act* (CCRA)

Definition:

The release of an individual from incarceration into the community, under supervision and subject to conditions, until the end of the sentence imposed by the court.

Criteria:

- The individual must be ineligible for any other form of release under the CCRA;
- The release will not put society at undue risk of the individual's re-offending; and
- There should exist clear evidence of injustice, inequity, error in law or undue hardship*.

* There is clear evidence of undue hardship, which may include suffering of a psychological, physical or financial nature, out of proportion to the nature and seriousness of the specific offence(s) and/or more severe than that typically experienced by other individuals convicted of the same or similar offence(s).

Remedy:

Free Pardon

Definition:

A free pardon is an absolute, unconditional pardon. An individual granted a free pardon is deemed to have never committed the offence.

Any consequence resulting from the conviction, such as fines, prohibitions or forfeitures will be cancelled upon the grant of a free pardon. In addition, any record of the conviction will be erased from the police and court records, and from any other official data banks.

It may be a formal recognition that the individual was convicted of an offence in error. It may also be granted in exceptional cases where considerations of justice, humanity and compassion warrant the granting of a pardon that is absolute and free of conditions.

A grant of a free pardon is not necessarily a pardon of the individual's entire criminal record; it results only in the removal of a specific conviction from the criminal record.

Criteria:

- There is evidence to establish the innocence of the convicted individual that was not available at the time of conviction, or evidence of the existence of exceptional justice, humanitarian, or compassionate considerations.
- The individual should have exhausted all appeal and conviction review mechanisms available under the *Criminal Code*, or other pertinent legislation, unless doing so would further increase the hardship* experienced.

Documents to be provided with the RPM/Clemency Application Form	Document(s) included with your application (√)
A certified copy of your **criminal record****	
Court information for: › all offences, including any convictions that do not appear on your criminal record (if any); › proof of payment of any fine, surcharge, restitution or compensation order imposed (if applicable).	
If you are a current or past member of the Canadian Armed Forces, a copy of your **Military Conduct Sheet**	
Local Police Records Check	
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 (e.g., passport, driver's licence, etc.).	
Official third-party proof that supports your application (e.g., doctor, school, employer, character reference letters, etc.) (see *Undue Hardship Documents*).	

Important notes:

- The PBC must be able to assess, based on the documents provided, whether a claim is valid and that facts are accurate.
- Providing third-party documentation that supports your application is very important. Doing so helps the PBC examine whether your application meets the required criteria for the remedy/remedies requested.

* There is clear evidence of undue hardship, which may include suffering of a psychological, physical or financial nature, out of proportion to the nature and seriousness of the specific offence(s) and/or more severe than that typically experienced by other individuals convicted of the same or similar offence(s).

** If a decision for a record suspension/pardon under the *Criminal Records Act* has already been made, you may not need to provide your criminal record and/or court information.

Remedy under the *Corrections and Conditional Release Act* (CCRA)

Remedy:

Cancellation or variation of a federal driving prohibition

Definition:

- An applicant may apply to the PBC under section 109 of the CCRA for the cancellation or variation of a portion of a federal driving prohibition order made under section 259, as it read on December 17, 2018, or section 320.24 of the *Criminal Code*.
- An applicant is eligible to apply for relief from a federal driving prohibition after a period of:
  - 10 years after the commencement/start of the order, in the case of a prohibition for life; or
  - 5 years after the commencement/start of the order, in the case of a prohibition for more than five years but less than life.

(If an applicant does not meet this eligibility, they must apply for clemency through the RPM.)

Criteria:

- There is clear evidence that the prohibition is causing undue hardship out of proportion to the nature and the seriousness of the offence, and more severe than for other individuals in similar situations;
- There exist/are no other remedies, remedies are not lawfully available in a particular case, recourse to them would result in greater hardship*; and
- There is clear evidence that cancelling or varying the prohibition order would not place society at undue risk of the individual's re-offending.

Documents to be provided with the CCRA Application Form	Document(s) included with your application (√)
A certified copy of your **criminal record****	
A **certificate of conviction** and documentation that confirms the date on which the driving prohibition order commenced and its duration.	
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 (e.g., passport, driver's licence, etc.).	
Official third-party proof that supports your application (e.g., doctor, school, employer, character reference letters, etc.) (see *Undue Hardship Documents*).	

Important notes:

- The PBC must be able to assess, based on the documents provided, whether a claim is valid and that facts are accurate.
- Providing third-party documentation that supports your application is very important. Doing so helps the PBC examine whether your application meets the required criteria for the remedy/remedies requested.

* There is clear evidence of undue hardship, which may include suffering of a psychological, physical or financial nature, out of proportion to the nature and seriousness of the specific offence(s) and/or more severe than that typically experienced by other individuals convicted of the same or similar offence(s).

** If a decision for a record suspension/pardon under the *Criminal Records Act* has already been made, you may not need to provide your criminal record and/or court information.

STEP 1 Fill in the Royal Prerogative of Mercy (RPM)/Clemency Application

Answer all the questions in the Royal Prerogative of Mercy (RPM)/ Clemency Application Form found at the end of this guide.

Print in BLOCK (ALL CAPS) letters using **black** or **blue** ink only.
Please do not use correction tape/fluid on your application.

Tip: If you need more space to include all the information, attach additional pages to your application.

Make sure that you:

- Answer **all** questions on the application form; and
- Answer all questions truthfully and completely.

IMPORTANT!

The Parole Board of Canada must be able to contact you now and in the future. If your mailing address changes, you **MUST** send the Parole Board of Canada a letter with your new mailing address.
This letter **MUST** include:

- Your name;
- Your new mailing address;
- Your Royal Prerogative of Mercy's Application Reference Number;
- Your signature. As the applicant, you **MUST** sign the letter.

Send the letter to the address found on page 12.

STEP 2

Get your criminal record*

Get your fingerprints taken. Visit an accredited fingerprinting company or a police service that can submit **your fingerprints electronically**.

Ask your local police service if they offer this service or visit www.rcmp-grc.gc.ca/en/where-do-get-a-criminal-record-check for more information.

Your electronic fingerprint submission **must clearly state you are applying for a record suspension****.

Wait to receive your criminal record (criminal convictions, conditional and absolute discharges) or a **Certification of No Criminal Record** from the Royal Canadian Mounted Police. Any documents provided by the Royal Canadian Mounted Police must be included with your application.

If you have **convictions outside of Canada**, you MUST also **submit information** to the Parole Board of Canada **on these convictions**, along with your criminal record.

When you receive your criminal record, check it to ensure all of your convictions are included. It is your responsibility to report all of your convictions to the Parole Board of Canada.

If ALL your convictions **are included**, go to Step 3 **(next page)**.

If any of your conviction(s) **is/are missing**, see below.

If any of your convictions are missing from your criminal record, you must get a **Proof of Conviction for each one**. To get this, contact the court that heard your case and/or the police service that arrested you.

The **Proof of Conviction must** include:

- **Date and court** where you were sentenced;
- **Offence** that resulted in your conviction;
- **Sentence** you received; and
- **Arresting police force.**

If the court and/or police service do not have a record of your convictions, call the Parole Board of Canada's toll-free info line: **1-800-874-2652**.

* If a decision for a record suspension/pardon under the *Criminal Records Act* has already been made, you may not need to provide your criminal record and/or court information.

** This will also meet the standard for a clemency application.

STEP 3

Get your court information*

➔ You must get **court information** for **each** of your **convictions**. **This MUST** include proof and date of last payment for any fines, victim surcharges**, restitution, and compensation***.

Answer questions 1 to 6 on the **Court Information Form** at the end of this guide.
Tip: Make copies of the form in case you need to provide the same information to another court.

Contact the court that heard your case

If you were sentenced in more than one court, you must ask each of them to complete the form. Give each court a copy of your criminal record and ask them to fill in the section **For Court Use Only**.

IMPORTANT!

Make sure each court:

- Fills in all of the **For Court Use Only** section of the form;
- Includes proof and date of last payment for any fines, victim surcharges**, restitution, and compensation***;
- Includes the method of trial for each conviction (either summary, indictable or unknown);
- Includes all of your convictions from that court;
- Signs and dates the form; and
- Includes an official court seal or stamp on the form.

Tip: Ask for extra copies of all court documents. You may need them in the future. It will be easier to get copies now as they may not be available if clemency is granted.

Check that the information on the **Court Information Form** is the same as your criminal record.

- If the information on the **Court Information Form** and criminal record do not match, or if the court has a record of conviction that is not on your criminal record, you must ask the court for a **Proof of Conviction** (consult Step 2).

* If a decision for a record suspension/pardon under the *Criminal Records Act* has already been made, you may not need to provide your court information.

** Victim surcharges imposed under section 737 of the *Criminal Code* on or after October 24, 2013 and on or before December 13, 2018 will not be considered in determining eligibility for a record suspension under the *Criminal Records Act*.

*** If you were ordered to pay restitution to an individual or entity, courts may not be able to confirm payment (if this is the case, call the Parole Board of Canada at 1-800-874-2652).

STEP 4 Get your Military Conduct Sheet

(current or former members of the Canadian Armed Forces only)

➔ **IF YOU** ARE NOT a current or past member of the Canadian Armed Forces, **go to Step 5** on the next page.

➔ **IF YOU** ARE a current or past member of the Canadian Armed Forces (Regular or Reserve), you **must** get a certified, signed and dated copy of your **Military Conduct Sheet** by contacting the appropriate organization below. If no conduct sheet exists, you must provide a letter from your Commanding Officer (or the appropriate organization) which states that no such information is available.

FOR CURRENT REGULAR OR RESERVE MEMBERS:
You must request a Military Conduct Sheet from your Commanding Officer.

FOR FORMER REGULAR MEMBERS:

› **If you left on or after January 1, 1998**, contact the Department of National Defence Access to Information and Privacy (ATIP) Section under the *Privacy Act*:

Director, Access to Information and Privacy
National Defence Headquarters
Major-General George R. Pearkes Bldg.
101 Colonel By Drive
Ottawa, Ontario K1A 0K2

www.canada.ca/content/dam/dnd-mdn/migration/assets/FORCES_Internet/docs/en/transparency/d2797-em-1-.pdf

› **If you left before January 1, 1998**, contact the Library and Archives Canada ATIP Branch:

Access to Information and Privacy Branch
Library and Archives Canada
550 de la Cité Boulevard
Gatineau, Quebec J8T 0A7

www.canada.ca/en/library-archives/services/public/access-information-privacy.html

FOR FORMER RESERVE MEMBERS:

› **If you left on or after March 1, 2008**, contact the Department of National Defence Access to Information and Privacy (ATIP) Section under the *Privacy Act*:

Director, Access to Information and Privacy
National Defence Headquarters
Major-General George R. Pearkes Bldg.
101 Colonel By Drive
Ottawa, Ontario K1A 0K2

www.canada.ca/content/dam/dnd-mdn/migration/assets/FORCES_Internet/docs/en/transparency/d2797-em-1-.pdf

› **If you left before March 1, 2008**, contact the Library and Archives Canada ATIP Branch:

Access to Information and Privacy Branch
Library and Archives Canada
550 de la Cité Boulevard
Gatineau, Quebec J8T 0A7

www.canada.ca/en/library-archives/services/public/access-information-privacy.html

IMPORTANT!

› Include all correspondence from your Commanding Officer, National Defence or Library and Archives Canada with your application.
› Make sure that your request for your Military Conduct Sheet includes the following information:
- ✓ Shows that the reason for the request is for a Record Suspension/Clemency Application;
- ✓ Your first and last name (if it has since changed, it must state your name at the time);
- ✓ Your date of birth;
- ✓ Your Service Number;
- ✓ Your signature; and
- ✓ Enrolment and discharge dates.

STEP 5 Get your Local Police Records Check(s)

➔ You must get a **Local Police Records Check** for:

- The city or town where you live now (your current address); **AND**
- Each city or town where you lived during the last 5 years (if you lived in that place for 3 months or more).

Important: Each Local Police Records Check is **only valid for 12 months** from the date it was issued.

How to get a Local Police Records Check

Fill in all questions on page 1 of the **Local Police Records Check Form** at the end of this guide.
Tip: Photocopy it for each local police service you contact.

Contact the local police service for the address where you live now. If you have lived in different places during the last 5 years, you must contact the police service for each place. If you are not sure who to contact, ask your local police service.

If you lived outside of Canada you still need to contact the local police service where you lived. If the police service outside Canada will not give you a Local Police Records Check, a signed letter from the police service stating that you have been law-abiding will be accepted. If it is in a foreign language, you must have it translated into English or French and submit both the original and the translated version with your application form.

Show your criminal record to each local police service and ask them to fill in the section on the **Local Police Records Check Form** called **For Police Use Only** (page 2).

You will need to show them a current photo ID and a second piece of ID.
Tip: Contact the local police service in advance to find out the types of ID they accept.

IMPORTANT!

The Parole Board of Canada will return your application if your **Local Police Records Check Form** does not include the following information:

- All information required in the **For Police Use Only** section on page 2;
- Signature and the completed form date of the local police service; and
- Local police service official seal or stamp.

STEP 6 Provide a copy of your document to support your identity

You need to provide a clear photocopy of a document which supports your identity with your application. It must be a valid government issued (Federal, Provincial or Municipal) document that includes your name, date of birth and signature (e.g.: driver's license, passport, etc.).

STEP 7 Provide official third-party proof to support your application

Clemency applications are assessed on factual information; therefore, you are responsible for providing adequate, reliable, relevant and verifiable evidence to support your application.

If you wish to provide documents or statements from a third-party to support a case of undue hardship, an injustice, inequity, or an error in law, please note that the Parole Board of Canada will review these as part of your application.

Please complete the *Undue Hardship Documents* at the end of this Guide.

Important note:

There are many kinds and sources of "third-party proof". You will need to decide which documents (e.g., medical, educational, employment, financial, character reference letters, etc.) are directly relevant in your case.

STEP 8 Clemency Applicant Consent & Privacy Form

You must read and complete the Clemency Applicant Consent & Privacy Form. Please ensure that you include your full legal name and date of birth on the top of page 1, as well as sign and date the form on page 2.

Important: The Consent & Privacy Form is only valid for **12 months** from the date you sign it.

Before you submit your application

IMPORTANT!

- You must provide the original documents with the original signature and official seal and/or stamp from the courts and the police.
- Before you mail your application, make sure to make and keep a photocopy of your documents, including the forms to keep for future reference.

ROYAL PREROGATIVE OF MERCY (CLEMENCY) APPLICATION CHECKLIST

1. Original Royal Prerogative of Mercy (RPM)/Clemency Application Form	☐
2. Original Criminal Record or certification of No Criminal Record **AND** proof of conviction documents (as required)	☐
3. Original Court Information Form(s)	☐
4. Original Military Conduct Sheet (if required)	☐
5. Original Local Police Records Check Form(s)	☐
6. Photocopy of your identification document	☐
7. Provide official third-party proof to support your application (*complete Undue Hardship Documents* (e.g., doctor, school, employer, etc.))	☐
8. Original Clemency Applicant Consent & Privacy Form	☐

➔ Mail your **Application Form** and **all official documents** (originals only, with the exception of your identification document) to this address:

Parole Board of Canada
Clemency and Record Suspension Division
410 Laurier Avenue West, 5th Floor
Ottawa, Ontario K1A 0R1

APPLICATION FORM
Royal Prerogative of Mercy (RPM) / Clemency
Corrections and Conditional Release Act (CCRA) – section 109

Please print clearly using black or blue ink. Answer all questions.
Please do not use correction tape/fluid on your application.

We encourage you to submit all relevant information and documentation that you may have to help support your application.

Section A: Applicant Personal Information

What is your full legal name? (Fill in your name and date of birth at the top of pages 2 and 3 as well.)

Last Name:	First Name(s):

Have you ever used another name other than your legal name above? (include aliases, nicknames, previous married names, maiden name, etc.)

◯ Yes ◯ No If YES, please write the other names below

Other Last Name(s)	Other First Name(s)

What is your gender? ◯ Man ◯ Woman ◯ Another Gender

What is your date of birth? Y Y Y Y M M D D

Were you born in Canada? ◯ Yes ◯ No If NO, please indicate the name of the country: _____

Do you have a driver's licence? ◯ Yes ◯ No

If yes, what is your driver's licence number?	Province/Territory/Outside of Canada:

Are you employed? ◯ Yes ◯ No If YES, who is your employer? If you are self-employed, please indicate the name and/or business number of your company.

What is your Employer Name, Company Name and/or business number*? _____

***Please note that the Parole Board of Canada will not contact your employer.**

What is the highest level of education completed? ◯ Primary School ◯ High School ◯ College ◯ University ◯ Other

Are you a student? ◯ Yes ◯ No

Your full legal name: _____ Date of birth: Y Y Y Y M M D D

Section B - Applicant Contact Information

Primary Telephone Number:	**Permission to leave a voicemail message?** ◯ Yes ◯ No
Secondary Telephone Number:	**Permission to leave a voicemail message?** ◯ Yes ◯ No

Correspondence Language (Please note that the correspondence language you have selected will apply to all official letters and documents sent from the Parole Board of Canada.) ◯ English ◯ French

Email address:

Can we contact someone else about your application, other than a representative? (This person may be contacted in the event the Parole Board of Canada is unable to reach you directly by phone or mail. This person should be able to provide us with information on how to communicate with you and should know of some of the details of your application).

◯ Yes ◯ No If YES, give us their name and telephone number.

Alternate Contact Name:	**Relationship to you (e.g. your spouse, family member, etc.):**
Alternate Contact Telephone Number:	**Permission to leave a voicemail message?** ◯ Yes ◯ No

Section C - Applicant Address History

List your address history for the past TEN (10) years. (P.O. boxes will not be accepted)

Applicant current address

From (YYYY-MM-DD): _____ To: Present

Street Number	Street Name	Apartment/Unit Number	City/Town

Province/Territory/Outside of Canada	Country/Nation	Postal Code/Zip Code

Previous addresses. If you need more space to include all the information, attach additional pages to your application.

From (YYYY-MM-DD): _____ To (YYYY-MM-DD): _____

Street Number	Street Name	Apartment/Unit Number	City/Town

Province/Territory/Outside of Canada	Country/Nation	Postal Code/Zip Code

From (YYYY-MM-DD): _____ To (YYYY-MM-DD): _____

Street Number	Street Name	Apartment/Unit Number	City/Town

Province/Territory/Outside of Canada	Country/Nation	Postal Code/Zip Code

From (YYYY-MM-DD): _____ To (YYYY-MM-DD): _____

Street Number	Street Name	Apartment/Unit Number	City/Town

Province/Territory/Outside of Canada	Country/Nation	Postal Code/Zip Code

Your full legal name: _____ Date of birth: Y Y Y Y M M D D

Section D - Representative Information

Please note you can apply directly to the Parole Board of Canada. You are not required to have a third-party provider for this application.

Is a third-party provider assisting you with your application? ◯ Yes ◯ No

If YES, please provide the following information.

Type of Representative: ◯ Agency/Organization ◯ Lawyer/Attorney/Legal Representative ◯ Individual

Representative's Last Name	Representative's First Name(s)
Agency/Organization/Firm Name	

Street Number	Street Name	Apartment/Unit/Suite Number	City/Town
Province/Territory/Outside of Canada		Country/Nation	Postal Code/Zip Code
Representative Telephone Number		Email address	

Section E - Mailing Address

What is your mailing address? ◯ Current address ◯ Representative's address ◯ Other

If "other" is selected, please provide the following information.

Street Number	Street Name	Apartment/Unit Number	City/Town
Province/Territory/Outside of Canada		Country/Nation	Postal Code/Zip Code

Section F- Applicant Military Information

Have you ever been or are you a member of the Canadian Armed Forces? If YES, fill in the information below.

◯ NO ◯ YES - Former ◯ YES - Current ◯ YES – Former or current reserve member

Service Number | Date of Enrolment: Y Y Y Y M M D D | Date of Discharge: Y Y Y Y M M D D

Provide the complete mailing address of your unit (your commanding officer may be contacted)

Unit Name	Sub-Unit Name

Street Number	Street Name	Suite Number	City/Town
Province/Territory/Outside of Canada		Country/Nation	Postal Code/Zip Code

Your full legal name: _____ Date of birth: Y Y Y Y M M D D

Section G - Applicant Additional Conviction(s)

You must review your criminal record and ALL court/police documentation, as some convictions might not appear on the criminal record. During your review, should you notice any additional convictions listed in your court/police documentation that are not listed on your criminal record, you must include them below.

Do you have any additional convictions that do not appear on your criminal record, including convictions in another country? ◯ Yes ◯ No If YES, provide details below:

Offence	Arresting Police	Sentence	Court (Street/City/ Province/State)	Date of Sentence Y Y Y Y M M D D

Section H – Remedy or Remedies Requested (check all that apply)

- ☐ Free Pardon
- ☐ Respite
- ☐ Conditional Release Prior to Eligibility Under the *Corrections and Conditional Release Act*
- ☐ Remission of Fines, Forfeitures, Estreated Bails and Pecuniary Penalties
- ☐ Remission of Sentence
- ☐ Conditional Pardon Prior to Eligibility, or due to Ineligibility, Under the *Criminal Records Act*
- ☐ Relief from Prohibitions (check all that apply):
  - ► ☐ Driving ☐ Weapons/firearms ☐ Other (please specify): _____
- ☐ Cancellation or Variation of a Driving Prohibition Under the *Corrections and Conditional Release Act*
- ☐ Other: _____

Section I - Additional Questions

If you believe there was an injustice, inequity, or an error in law in your case, please attach additional page(s) explaining why and include any supporting information. For example, you could provide a letter, written submissions in any form, etc.

If you are requesting a free pardon, please attach additional page(s) explaining why you are requesting this remedy. Please submit all additional relevant documents that explain how you meet the criteria (see Schedule A of this Guide).

Your full legal name: _____ Date of birth:

Y	Y	Y	Y	M	M	D	D

UNDUE HARDSHIP DOCUMENTS

If you believe there is undue hardship in your case, please complete the following questions. You can use additional sheets if required.

1. Explain in detail: a) the nature of your request; b) how you think your case meets the criteria for the remedy/remedies you are requesting (see Schedule A from this Guide).

Your full legal name: _____ Date of birth: Y Y Y Y M M D D

2. Describe the circumstances of each of the offence(s) committed (i.e., Who, What, When, Where, Why and How):

Your full legal name: _____ Date of birth: Y Y Y Y M M D D

3. Provide an explanation, as well as supporting documents, that could help show the undue hardship that you are experiencing (if applicable): EDUCATION

Your full legal name: _____ Date of birth: Y Y Y Y M M D D

4. Provide an explanation, as well as supporting documents, that could help show the undue hardship that you are experiencing (if applicable): EMPLOYMENT

Your full legal name: _____ Date of birth: Y Y Y Y M M D D

5. Provide an explanation, as well as supporting documents, that could help show the undue hardship that you are experiencing (if applicable): FINANCIAL

Your full legal name: _____ Date of birth: Y Y Y Y M M D D

6. Provide an explanation, as well as supporting documents, that could help show the undue hardship that you are experiencing (if applicable): MENTAL/EMOTIONAL/PHYSICAL

Your full legal name: _____ Date of birth:

Y	Y	Y	Y	M	M	D	D

7. Provide an explanation, as well as supporting documents, that could help show the undue hardship that you are experiencing (if applicable): OTHER

Notes

Parole Board of Canada | Commission des libérations conditionnelles du Canada

PROTECTED **B** ONCE COMPLETED

COURT INFORMATION FORM
Royal Prerogative of Mercy Application

Please print clearly using black or blue ink. Answer all questions.

SECTION A: Personal information

1. What is your full legal name? (Fill in your name and date of birth at the top of page 2.)

Last Name:	First Name(s):

2. Have you ever used another name other than your legal name (e.g. nicknames)?

◯ No ◯ Yes If YES, please write the other names below (include aliases, nicknames, previous married names, etc.):

Other Last Name(s)	Other First Name(s)

3. What is your gender? ◯ Male ◯ Female ◯ Another Gender

4. What is your date of birth? Y Y Y Y M M D D

SECTION B: Contact information

5. What is your mailing address?

Apartment/House Number and Street Address	City/Town	Province/Territory/State	Postal Code/Zip code	Country/Nation

6. What is your telephone number?

FOR COURT USE ONLY. Do not write in this section.

Name of Court:	Phone number: ( )

Street Address	City/Town	Province/Territory	Postal Code

Offence Information – For court use only. Must include all convictions that the court holds.

Offence Information # 1

Date of Offence (if available) Y Y Y Y M M D D

Offence Description	Sentence	Place of Sentence	Date of Sentence (Y Y Y Y M M D D)

Method of trial: ◯ Summary ◯ Indictable ◯ Unable to confirm Court reference # _____

If unable to confirm method of trial, state reason why: _____

The court can confirm the substance is cannabis ◯ No ◯ Yes ◯ N/A

Have all fines, victim surcharges, restitutions, compensation orders and other costs been paid in full? ◯ No ◯ Yes

If they have been paid in full, date of the **last payment** ► Y Y Y Y M M D D

Outstanding amount (if any): $ _____ Please specify the nature of the outstanding amount (e.g., fine, restitution order, costs, etc.) _____

Is the outstanding amount related only to a victim surcharge imposed under section 737 of the *Criminal Code* on or after October 24, 2013 and on or before December 13, 2018? ◯ No ◯ Yes

☐ The court can confirm **no outstanding monies** are owed ► Date of last payment if known: Y Y Y Y M M D D

☐ **Our records have been destroyed** ► Date destroyed: Y Y Y Y M M D D

Please turn this form over ►

Parole Board of Canada (PBC) - 1-800-874-2652 (Toll free) - Canada.ca/clemency

Canada

APPLICANT INFORMATION – You must fill in this information.

Rewrite **your** full legal name and date of birth as provided on the front of this form.

Full legal name: | Date of birth (YYYY-MM-DD):

Offence Information – For court use only. Do not write in this section.

Offence Information # 2

Offence Description | Sentence | Place of Sentence | Date of Offence (if available) Y Y Y Y M M D D | Date of Sentence Y Y Y Y M M D D

Method of trial: ◯ Summary ◯ Indictable ◯ Unable to confirm Court reference #

If unable to confirm method of trial, state reason why:

The court can confirm the substance is cannabis ◯ No ◯ Yes ◯ N/A

Have all fines, victim surcharges, restitutions, compensation orders and other costs been paid in full? ◯ No ◯ Yes

If they have been paid in full, date of the **last payment** ► Y Y Y Y M M D D

Outstanding amount (if any): $ Please specify the nature of the outstanding amount (e.g., fine, restitution order, costs, etc.)

Is the outstanding amount related only to a victim surcharge imposed under section 737 of the *Criminal Code* on or after October 24, 2013 and on or before December 13, 2018? ◯ No ◯ Yes

☐ The court can confirm **no outstanding monies** are owed ► Date of last payment if known: Y Y Y Y M M D D

☐ **Our records have been destroyed** ► Date destroyed: Y Y Y Y M M D D

Offence Information # 3

Offence Description | Sentence | Place of Sentence | Date of Offence (if available) Y Y Y Y M M D D | Date of Sentence Y Y Y Y M M D D

Method of trial: ◯ Summary ◯ Indictable ◯ Unable to confirm Court reference #

If unable to confirm method of trial, state reason why:

The court can confirm the substance is cannabis ◯ No ◯ Yes ◯ N/A

Have all fines, victim surcharges, restitutions, compensation orders and other costs been paid in full? ◯ No ◯ Yes

If they have been paid in full, date of the **last payment** ► Y Y Y Y M M D D

Outstanding amount (if any): $ Please specify the nature of the outstanding amount (e.g., fine, restitution order, costs, etc.)

Is the outstanding amount related only to a victim surcharge imposed under section 737 of the *Criminal Code* on or after October 24, 2013 and on or before December 13, 2018? ◯ No ◯ Yes

☐ The court can confirm **no outstanding monies** are owed ► Date of last payment if known: Y Y Y Y M M D D

☐ **Our records have been destroyed** ► Date destroyed: Y Y Y Y M M D D

COURT AUTHORIZATION – Please sign, date, and stamp this form.

Name of Authorized Officer of the Court:

► Signature: | Date: Y Y Y Y M M D D | Please put court seal or stamp here.

LOCAL POLICE RECORDS CHECK FORM
Royal Prerogative of Mercy Application

Please print clearly using black or blue ink. Answer all questions.

SECTION A: Personal information

1. What is your full legal name? (Fill in your name and date of birth at the top of page 2.)

Last Name:	First Name(s):

2. Have you ever used another name other than your legal name (e.g. nicknames)?

◯ No ◯ Yes If YES, please write the other names below (include aliases, nicknames, previous married names, etc.):

Other Last Name(s)	Other First Name(s)

3. What is your gender? ◯ Male ◯ Female ◯ Another Gender

4. What is your date of birth?

Y	Y	Y	Y	M	M	D	D

5. Do you have a driver's licence? ◯ No ◯ Yes

If YES, what is your driver's licence number?	Province/Territory

SECTION B: Contact information

6. What is your mailing address?

Apartment/House Number and Street Address		City/Town
Province/Territory/State	Postal Code/Zip Code	Country/Nation

7. What is your telephone number?

8. Where have you lived during the last 5 years? (Include your current address. **P.O. boxes will not be accepted**.)

Apartment/House Number and Street Address	City/Town	Province/ Territory/State	Country/Nation	From (YYYY-MM-DD)	To (YYYY-MM-DD)
					present

SECTION C: Applicant authorization – Sign and date below.

9. You must write in the name of the police service and then you must sign and date this form.

I hereby authorize _____

(write in name of police service here)

to release to the Parole Board of Canada information that it is legal for the police to divulge.

Applicant's Signature	Date
Sign here: ►	Y Y Y Y M M D D

10. Ask the police service to fill in the other side of this form. Include this form in your application with the front side filled in by **you** and back side filled in by the **police service.**

Please complete the other side of this form. ►

APPLICANT INFORMATION – You must fill in this information.

Rewrite your full legal name and date of birth as provided on the front of this form.

Full legal name:	Date of birth (YYYY-MM-DD):

SECTION D: FOR POLICE USE ONLY. Do not write in this section.

► Conviction(s) **other than simple possession of cannabis** in addition to those appearing on Canadian Police Information Centre (CPIC)

Offence description	Sentence	Place of sentence	Arresting police service	Date of sentence Y Y Y Y M M D D

► Convictions(s) **for simple possession of cannabis** in addition to those appearing on CPIC

Offence description	Sentence	Place of sentence	Arresting police service	Date of sentence Y Y Y Y M M D D

Can you confirm that the substance was cannabis? ◯ No ◯ Yes

Offence description	Sentence	Place of sentence	Arresting police service	Date of sentence Y Y Y Y M M D D

Can you confirm that the substance was cannabis? ◯ No ◯ Yes

List all information related to incidents involving police and all charges regardless of disposition including provincial convictions/charges.

Nature of occurrence	Outcome	File number	Date of occurrence Y Y Y Y M M D D

Police representative information

Police service name	Police representative name	Phone number

Signature	Date Y Y Y Y M M D D

Internal Use Only					

Police service seal or stamp here.

Parole Board of Canada (PBC) - 1-800-874-2652 (Toll free) - Canada.ca/clemency

Clemency Applicant Consent & Privacy Form

Full legal name of Applicant: _____

Date of birth (YYYY-MM-DD): _____

Part A

I, the Applicant, am aware that the information I provide in this application is collected under the authority of Section 109 or 110 of the *Corrections and Conditional Release Act* and the *Privacy Act* for the purpose of processing my request for a Royal Prerogative of Mercy (Clemency) or *Corrections and Conditional Release Act* request. I am also aware that, under the *Privacy Act*, I have the right to the correction of, access to, and protection of personal information about me that is under the Parole Board of Canada's control.

The personal information collected during the processing of my Royal Prerogative of Mercy (Clemency) or *Corrections and Conditional Release Act* application will be stored in Personal Information Bank Number PBC PPU 010 and can be accessed and assessed for accuracy by sending a written request to the Access to Information and Privacy Director, Parole Board of Canada, 410 Laurier Avenue West, Ottawa, Ontario, K1A 0R1. I understand that exempt personal information obtained from external/other sources or partners in the course of processing my application cannot be provided upon request.

I understand that any relevant personal information about me gathered for the purpose of this application, including my supporting documentation, as well as information obtained from the relevant files of law enforcement agencies, including intelligence gathered for law enforcement purposes, and/or from justice system participants as defined in section 2 of the *Criminal Code* of Canada, will be used for the purpose of processing my Royal Prerogative of Mercy (Clemency) or *Corrections and Conditional Release Act* application and to conduct any investigation or inquiries, checks and verifications to determine the merits of my application under the Royal Prerogative of Mercy (Clemency) or *Corrections and Conditional Release Act*.

I also understand that any relevant personal information about me gathered by the Parole Board of Canada for the purpose of processing my application may also be used for other purposes including research, statistics, program and policy evaluation, internal audit, compliance, risk management, quality control, performance measurement, evaluation, research purposes, and to set up an inventory of Royal Prerogative of Mercy (Clemency) or *Corrections and Conditional Release Act* requests. Any use of personal information will be done in accordance with the *Corrections and Conditional Release Act* and the *Privacy Act*.

I consent to the disclosure and exchange of relevant personal information about me with justice system participants, as defined in the *Criminal Code*, law enforcement agencies, any government departments, and agencies in Canada for the purpose of any inquiries that may be considered necessary in accordance with the *Corrections and Conditional Release Act*.

I also give consent to any participant of the judicial system, as defined in the *Criminal Code*, any other government departments or agencies in Canada, and any Canadian and foreign law enforcement agencies to disclose to the Parole Board of Canada any relevant personal information about me that directly relates to any inquiries conducted by the Parole Board of Canada under the *Corrections and Conditional Release Act*.

I understand that by signing this application, I give my consent to all the above collection, use, and disclosure of any relevant personal information about me that is required for the processing of my application in accordance with the *Corrections and Conditional Release Act* and the *Privacy Act*.

I certify that all information given on this application, and in support of this application, is provided voluntarily and is true, accurate and complete. I understand that providing any false or misleading information after clemency has been granted can lead to its revocation.

I understand that neither the Parole Board of Canada nor His Majesty the King shall bear any liability for any improper access to, or use of personal information sent by electronic means, this includes where the improper access or use results from the electronic transmission to and from the Parole Board of Canada Service Portal.

I acknowledge that if I do not sign this consent or if I retract my consent, my Royal Prerogative of Mercy (Clemency) or *Corrections and Conditional Release Act* application cannot be processed.

Name of Applicant: _____
(please print)

Signature of Applicant: _____

Date: _____
(YYYY-MM-DD)

Part B - For applicants who have received a pardon or a record suspension:

I hereby authorize the Parole Board of Canada to use and disclose the criminal record for which a decision for a record suspension or a pardon was made under the *Criminal Records Act* and any other documentation relating to the record suspension or pardon for the purpose of assisting the Parole Board of Canada in assessing the merits of my request under the Royal Prerogative of Mercy (Clemency) or under the *Corrections and Conditional Release Act*.

By signing this form, I understand and agree that my previous criminal record which is set aside under the *Criminal Records Act* may be forwarded on a confidential basis to the appropriate justice system participants and organizations, as defined by the *Criminal Code*, including the provincial motor vehicle licensing authority, to conduct an investigation into the merits of my application under the Royal Prerogative of Mercy (Clemency) or *Corrections and Conditional Release Act*.

☐ I consent ☐ I do not consent

Name of Applicant: _____
(please print)

Signature of Applicant: _____

Date: _____
(YYYY-MM-DD)

Notes

NEED HELP?

Contact the Parole Board of Canada at:

1-800-874-2652 (toll-free)
clemency-clemence@pbc-clcc.gc.ca
Canada.ca/clemency