



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

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:

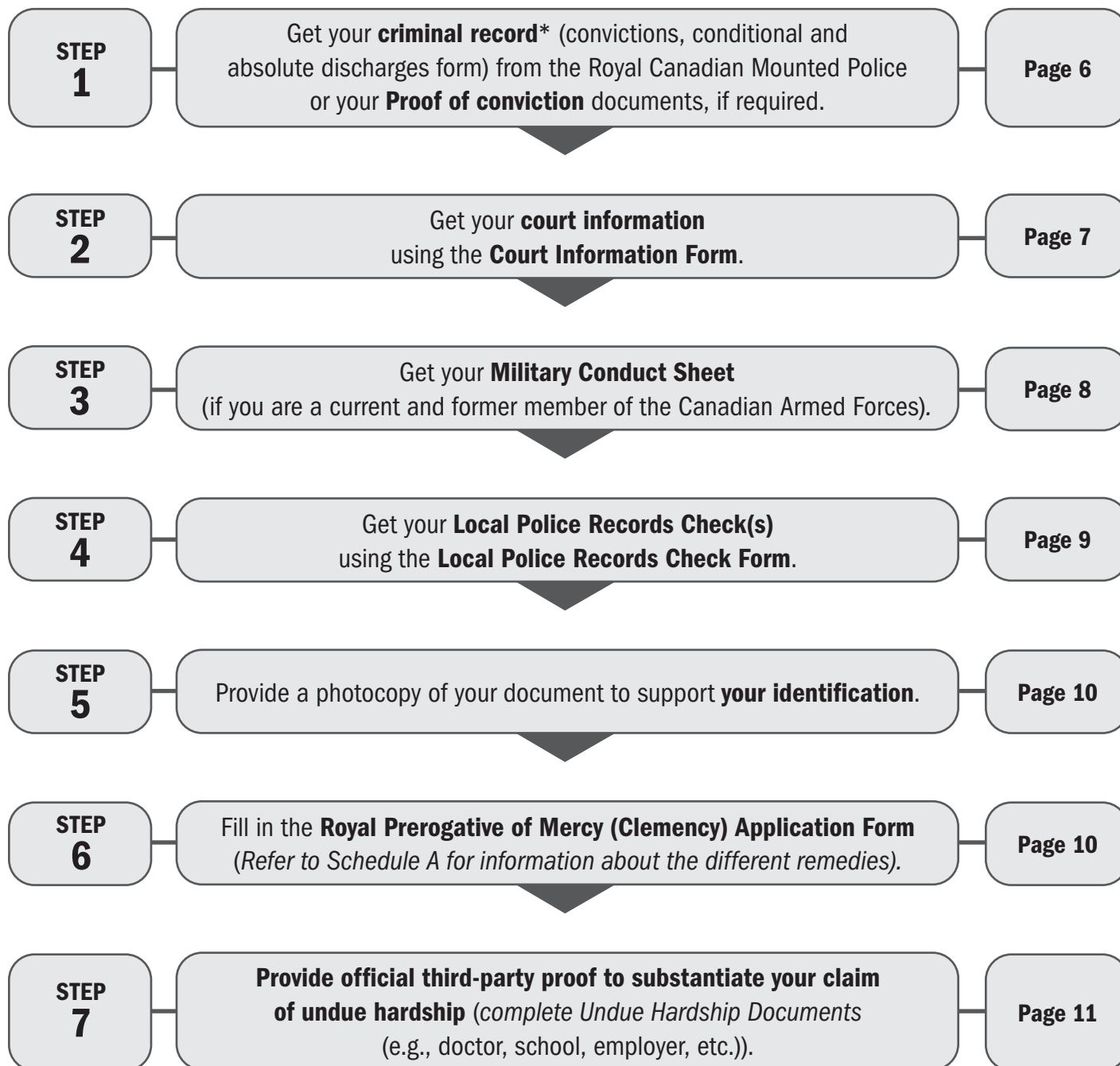
Read through this application guide carefully before starting the application. It includes a fillable application form and step-by-step instructions for completing the application for clemency.

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:

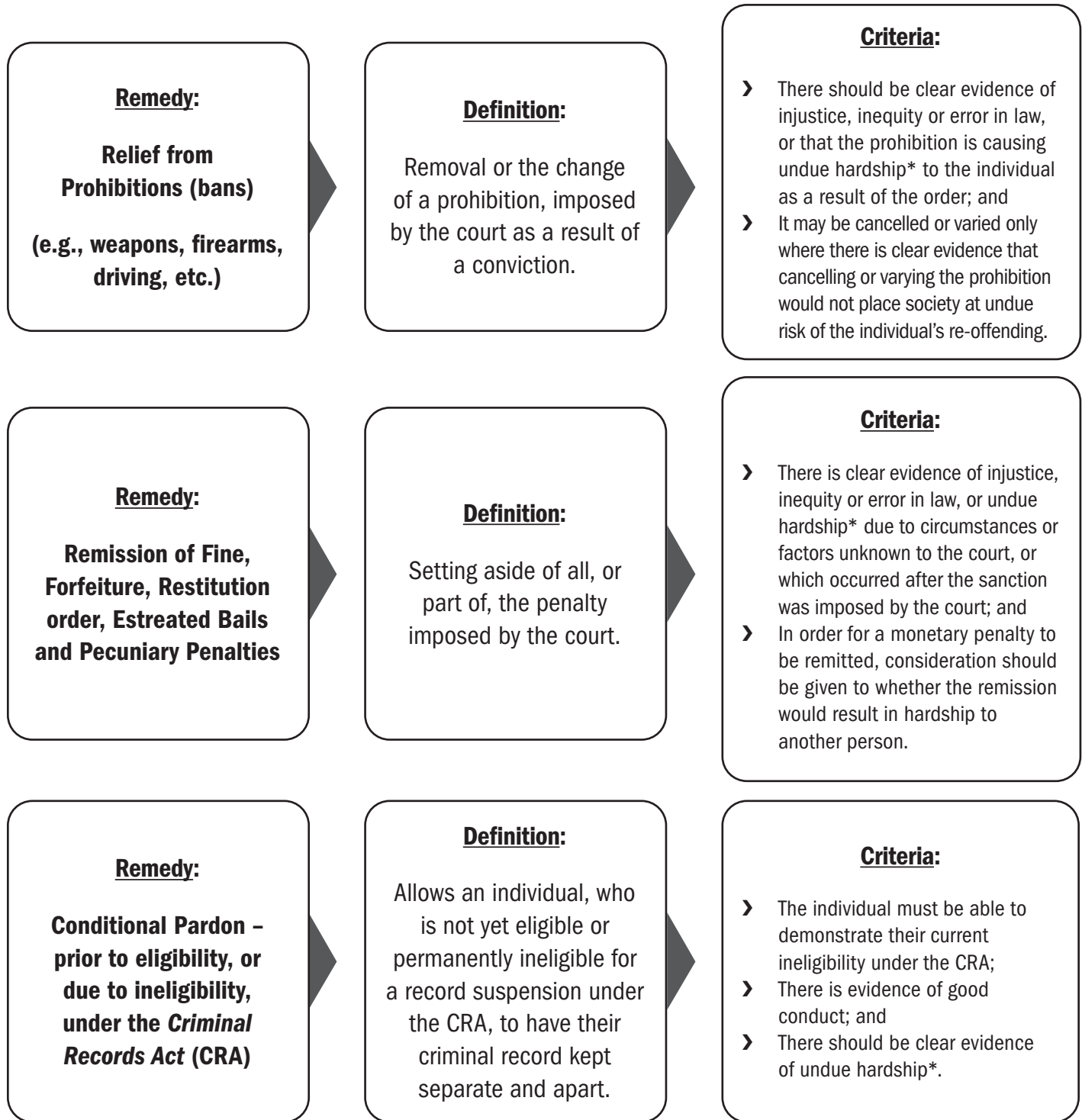
Keep a photocopy of all documents you submit to the PBC for your own records. Submit your original signed application form, along with the required documents listed in section "Schedule A - Remedies under the Royal Prerogative of Mercy (RPM)".

Steps to apply for Royal Prerogative of Mercy (RPM)

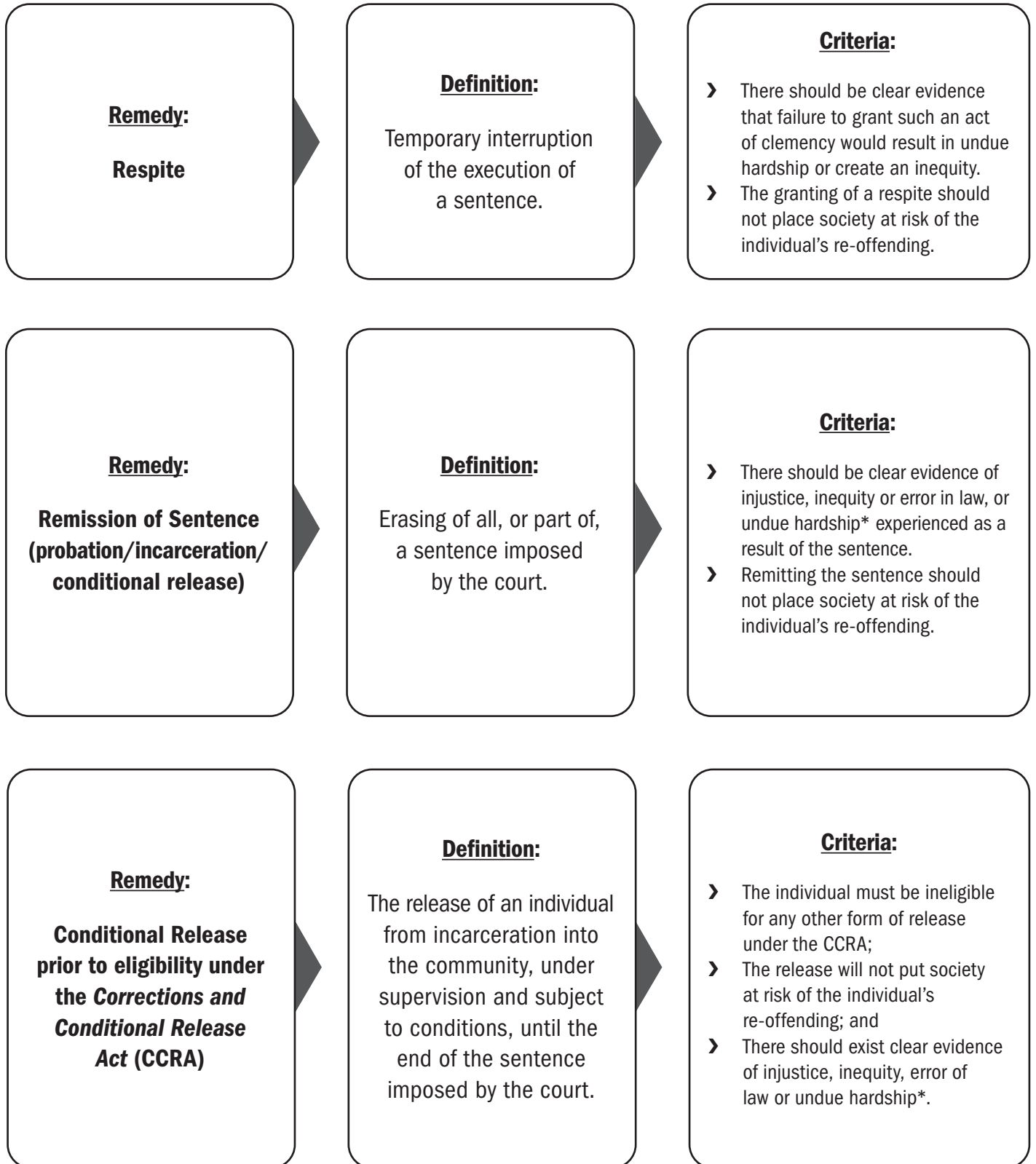


* If a decision for a record suspension/pardon under the *Criminal Records Act* has already been made, you may not need to provide your criminal record.

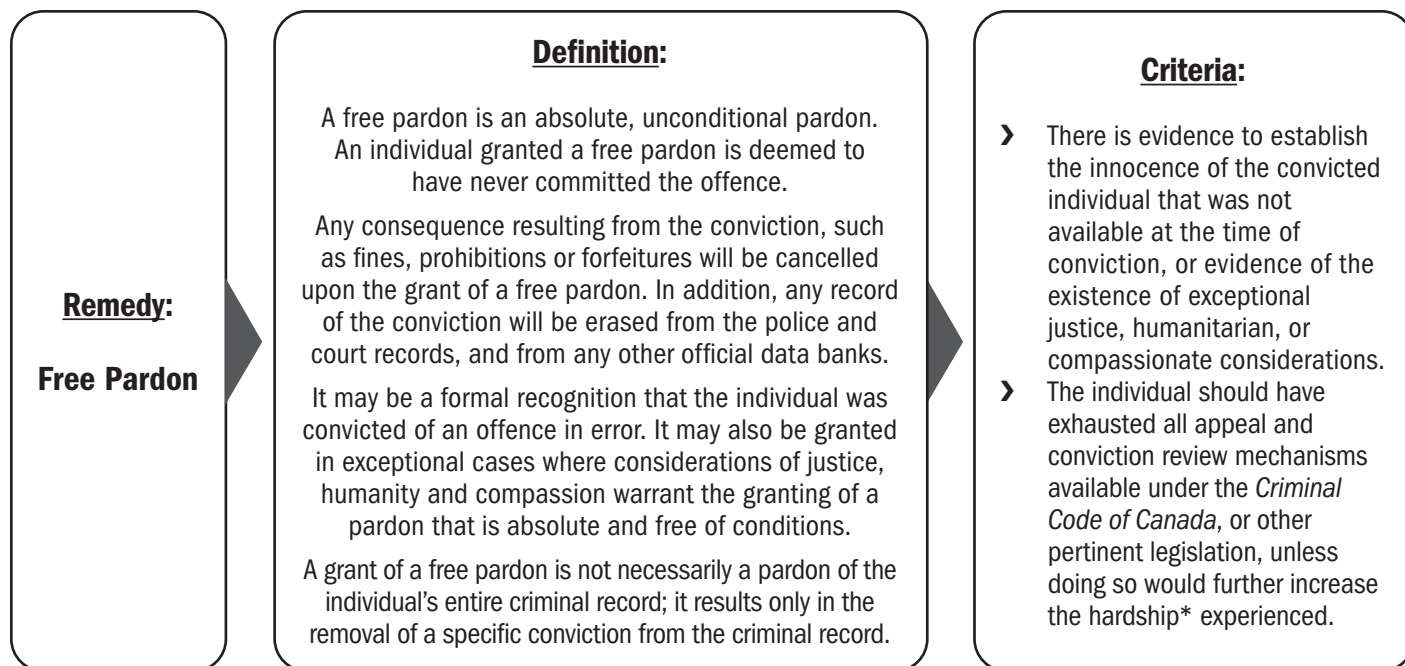
Schedule A – Remedies under the Royal Prerogative of Mercy (RPM)



* There is substantial evidence of undue hardship which includes suffering of a mental, physical and/or financial nature, out of proportion to the nature of the offence(s) and more severe than for other individuals in similar situations.



* There is substantial evidence of undue hardship which includes suffering of a mental, physical and/or financial nature, out of proportion to the nature of the offence(s) and more severe than for other individuals in similar situations.



Documents to be provided with the RPM/Clemency Application Form	Document(s) included with your application (√)
A certified copy of your criminal record**	
<p>Court information for:</p> <ul style="list-style-type: none"> ➤ <u>all offences, including any convictions that do not appear on your criminal record (if any);</u> ➤ <u>proof of payment of any fine, surcharge, restitution or compensation order imposed (if applicable).</u> 	
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 to substantiate your claim of undue hardship (e.g., doctor, school, employer, etc.) (see <i>Undue Hardship Documents</i>).	

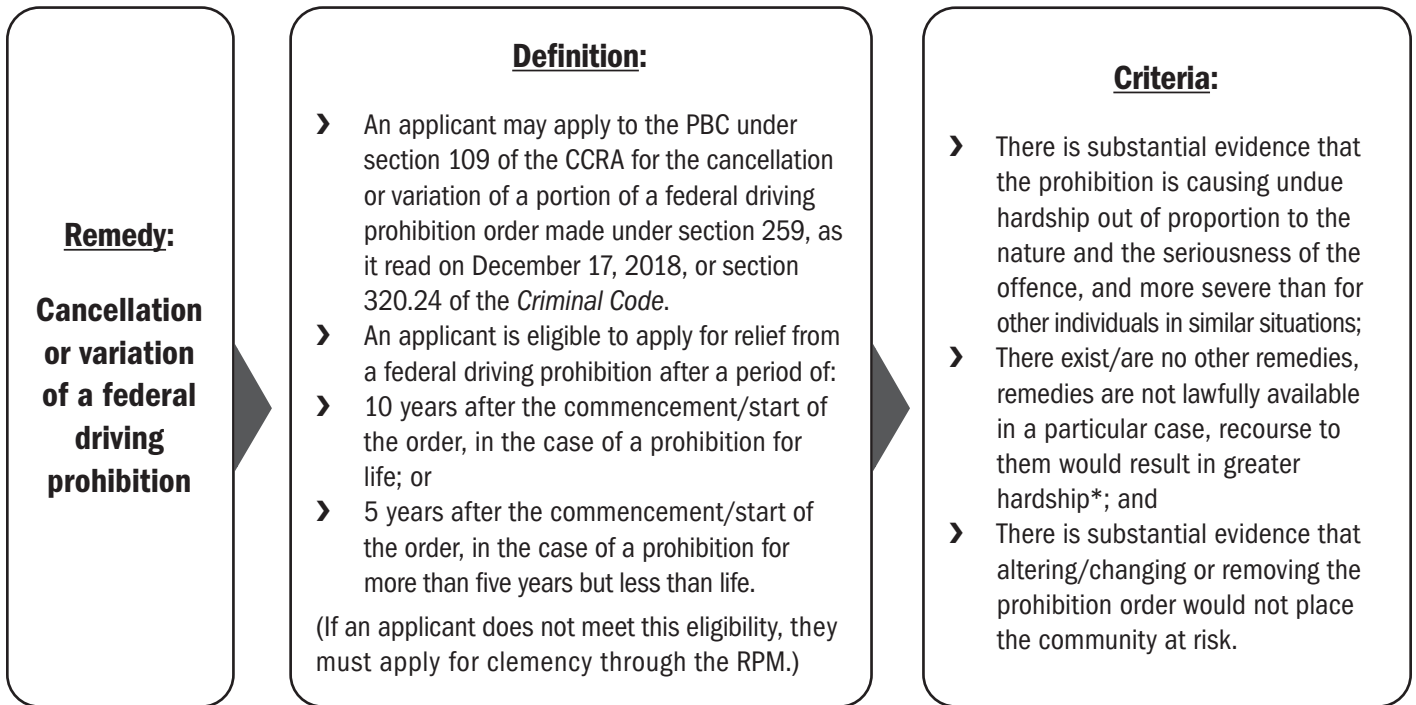
Important notes:

- 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 claim(s) is very important. Doing so helps the PBC examine whether your application meets the required criteria for the remedy/remedies requested.

* There is substantial evidence of undue hardship which includes suffering of a mental, physical and/or financial nature, out of proportion to the nature of the offence(s) and more severe than for other individuals in similar situations.

** 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.

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



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 to substantiate your claim of undue hardship (e.g., doctor, school, employer, etc.) (see <i>Undue Hardship Documents</i>).	√

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 claim(s) is very important. Doing so helps the PBC examine whether your application meets the required criteria for the remedy/remedies requested.

* There is substantial evidence of undue hardship which includes suffering of a mental, physical and/or financial nature, out of proportion to the nature of the offence(s) and more severe than for other individuals in similar situations.

** 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.

**STEP
1**

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 2 (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.

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

STEP 2

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 1).

* 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
3

Get your Military Conduct Sheet

(current and 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 4** 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.bac-lac.gc.ca/eng/transparency/atippr/Pages/Online-requests-forms.aspx

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.bac-lac.gc.ca/eng/transparency/atippr/Pages/Online-requests-forms.aspx

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 Military Identification Number or Service Number;
 - ✓ Your signature; and
 - ✓ Enlistment and discharge dates.

STEP 4

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 date stamp of the local police service; and
- › Local police service official seal or stamp.

**STEP
5**

Get 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, health card, etc.).

**STEP
6**

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** and **blue** ink only.

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;
- › Answer all questions truthfully and completely; and
- › Sign and date the form. As the applicant, you **MUST** sign the form.

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

Send the letter to the address found on page 12.

STEP
7

Provide official third-party proof to substantiate your claim of undue hardship

Should you wish to provide third party proof to substantiate your claim of undue hardship, please note that the PBC will examine it as part of the documentation for the file.

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, etc.) are directly relevant in your case that clearly show that you are suffering undue hardship due to your criminal record or personal circumstances.

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 Criminal Record or certification of No Criminal Record AND proof of conviction documents (as required) | <input type="checkbox"/> |
| 2. Original Court Information Form(s) | <input type="checkbox"/> |
| 3. Original Military Conduct Sheet (if required) | <input type="checkbox"/> |
| 4. Original Local Police Records Check Form(s) | <input type="checkbox"/> |
| 5. Photocopy of your identification document | <input type="checkbox"/> |
| 6. Original Royal Prerogative of Mercy (RPM)/Clemency Application Form and Official third-party proof to substantiate your claim of undue hardship (<i>Undue Hardship Documents</i>) | <input type="checkbox"/> |

→ 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



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?

Grid for 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.

Date of Offence (if available)

Grid for Date of Offence: Y Y Y Y M M D D

Offence Information # 1

Offence Description

Sentence

Place of Sentence

Date of Sentence

Grid for 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

Grid for date of 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:

Grid for date of last payment: Y Y Y Y M M D D

Our records have been destroyed

Date destroyed:

Grid for date destroyed: Y Y Y Y M M D D

Please turn this form over

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)?

Radio buttons for 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? Radio buttons for Male, Female, Another Gender

4. What is your date of birth? Grid for YYY-MM-DD

5. Do you have a driver's licence? Radio buttons for 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.)

Table with 6 columns: Address, City/Town, Province/Territory/State, Country/Nation, From (YYYY-MM), To (YYYY-MM)

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 (Grid for YYY-MM-DD)

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

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Police service seal or stamp here.



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

Please print clearly using blue or black ink. You must answer all questions.

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

1. What is your full legal name?

Last Name: _____ First Name(s): _____

2. Have you ever used another name other than your legal name above?

Radio buttons for No and Yes - if YES, write these names below (include aliases, nicknames, previous married names, etc.)

Table with 2 columns: Other Last Name(s), Other First Name(s)

3. What is your gender? Radio buttons for Male, Female, Another Gender

4. a) What is your date of birth? Grid for YYMMDD

b) What is your place of birth?

City/Town Province/Territory/State (if applicable) Country/Nation

5. Do you have a Driver's Licence? Radio buttons for No, Yes - If YES, what is your Driver's Licence Number?

Number: _____ Province/Territory: _____

6. What is your contact information? (If your contact information changes you must notify the PBC in writing with your signature.)

Telephone number: _____ Can we leave a voice message? Radio buttons for No, Yes

Email address: _____

7. Can we contact someone else about your application?

Radio buttons for No, Yes - If YES, give their name, telephone number and relationship to you:

Name: _____ Telephone number: _____

Relationship to you (e.g., your representative, lawyer, spouse, etc.): _____

Your full legal name: _____

Date of birth:

Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---

8. If you have a representative, please provide their mailing address below. (All correspondence will be sent to this address.)

Apartment/House Number and Street Address

City/Town Province/Territory/State Postal Code/Zip Code Country/Nation

9. a) What addresses have you lived at in the last 10 years? Include your current address. P.O. Boxes will not be accepted. (Use extra sheets if needed.)

Apartment/House Number and Street Address	City/Town	Province/Territory/State	Postal Code/Zip Code	Country/Nation	From (YYYY/MM)	To (YYYY/MM)
						Present

b) If your mailing address is different than your current address, please complete the below section (if your address changes, you must notify the PBC in writing with your signature):

Apartment/House Number and Street Address

City/Town Province/Territory/State Postal Code/Zip Code Country/Nation

10. Have you ever been a member of the Canadian Armed Forces? (If YES, see guide (Step 3))

- No Yes – Former
 Yes – Current
 Yes, Former or current reserve member

Military Service Identification 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 Address or P.O. Box Number Province/Territory Postal Code

11. What is your level of education? Primary School High School College University Other

12. Are you currently a student? No Yes **Are you currently employed?** No Yes

If you are claiming education and/or employment hardship, please see Step 7 of the guide for more details.

13. What is your Fingerprint Section (FPS) Number? _____

Your full legal name: _____

Date of birth:

Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---

14. Do you have any other convictions that do not appear on your criminal record?

No Yes – If YES, list them below:

Offence	Arresting Police	Sentence	Date (YYYY-MM-DD)	Court (Street/City/Province or Territory/State)

15. Remedy or remedies requested (check all that apply):

(Please choose the type(s) of remedy you are requesting from Schedule A – found in the guide)

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

I certify that the statements made by me are true and complete to the best of my knowledge and I hereby undertake to notify the Parole Board of Canada (PBC) of any changes in my circumstances as they relate to my request.

By signing this form, I understand that the information provided is collected under the authority of Section 109 or 110 of the *Corrections and Conditional Release Act (CCRA)* and protected by the provisions of the *Privacy Act* in institutions that are covered by the *Privacy Act*, and may be used by the PBC to conduct an investigation into the merits of my application under the Royal Prerogative of Mercy or CCRA. I further understand and agree that copies of this application may be forwarded on a confidential basis to the appropriate justice system participants and organizations as defined by the *Criminal Code of Canada*. I grant permission for the disclosure of such credit and/or relevant personal information relating to me as may be deemed necessary for the purposes of the investigation into my application. Personal information collected through the processing of my 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 Coordinator, Parole Board of Canada, 410 Laurier Avenue West, Ottawa, ON K1A 0R1. Exempt personal information obtained from external partners in the course of processing this application cannot be provided upon request.

Signature	Date								
▶ _____	<table border="1"> <tr> <td>Y</td><td>Y</td><td>Y</td><td>Y</td><td>M</td><td>M</td><td>D</td><td>D</td> </tr> </table>	Y	Y	Y	Y	M	M	D	D
Y	Y	Y	Y	M	M	D	D		

Preferred language of correspondence: English French

Your full legal name: _____

Date of birth:

Y	Y	Y	Y	M	M	D	D
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UNDUE HARDSHIP DOCUMENTS

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

NEED HELP?

Contact the Parole Board of Canada at:

1-800-874-2652 (toll-free)

clemency-clemence@pbc-clcc.gc.ca

Canada.ca/clemency