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)

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<tr>
<td><strong>Step 2</strong></td>
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<tr>
<td><strong>Step 6</strong></td>
<td>Fill in the Royal Prerogative of Mercy (Clemency) Application Form (Refer to Schedule A for information about the different remedies).</td>
<td>10</td>
</tr>
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<td><strong>Step 7</strong></td>
<td>Provide official third-party proof to substantiate your claim of undue hardship (complete Undue Hardship Documents (e.g., doctor, school, employer, etc.)).</td>
<td>11</td>
</tr>
</tbody>
</table>

* 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)**

**Remedy:**
Relief from Prohibitions (bans)
(e.g., weapons, firearms, driving, etc.)

**Definition:**
Removal or the change of a prohibition, imposed by the court as a result of a conviction.

**Criteria:**
- 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.

**Remedy:**
Remission of Fine, Forfeiture, Restitution order, Estreated Bails and Pecuniary Penalties

**Definition:**
Setting aside of all, or part of, the penalty imposed by the court.

**Criteria:**
- There is clear evidence of injustice, inequity or error in law, or undue hardship* due to circumstances or factors unknown to the court, or which occurred after the sanction was imposed by the court; 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.

**Remedy:**
Conditional Pardon – prior to eligibility, or due to ineligibility, under the *Criminal Records Act* (CRA)

**Definition:**
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.

**Criteria:**
- 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*.

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* 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.
<table>
<thead>
<tr>
<th>Remedy:</th>
<th>Definition:</th>
<th>Criteria:</th>
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| Respite | Temporary interruption of the execution of a sentence. | /li
|       |             | &gt; There should be clear evidence that failure to grant such an act of clemency would result in undue hardship or create an inequity.  
|       |             | &gt; The granting of a respite should not place society at risk of the individual’s re-offending.  |

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<th>Remedy:</th>
<th>Definition:</th>
<th>Criteria:</th>
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| Remission of Sentence (probation/incarceration/conditional release) | Erasing of all, or part of, a sentence imposed by the court. | &gt; There should be clear evidence of injustice, inequity or error in law, or undue hardship* experienced as a result of the sentence.  
|       |             | &gt; Remitting the sentence should not place society at risk of the individual’s re-offending.  |

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<th>Remedy:</th>
<th>Definition:</th>
<th>Criteria:</th>
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| Conditional Release prior to eligibility under the Corrections and Conditional Release Act (CCRA) | 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. | &gt; The individual must be ineligible for any other form of release under the CCRA;  
|       |             | &gt; The release will not put society at risk of the individual’s re-offending; and  
|       |             | &gt; There should exist clear evidence of injustice, inequity, error of law or undue hardship*.  |

* 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.
**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 of Canada*, or other pertinent legislation, unless doing so would further increase the hardship* experienced.

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**Documents to be provided with the RPM/Clemency Application Form**

- 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** to substantiate your claim of undue hardship (e.g., doctor, school, employer, 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 claim(s) is very important. Doing so helps the PBC examine whether your application meets the required criteria for the remedy/remedies requested.

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* 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)

**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 substantial 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 substantial evidence that altering/changing or removing the prohibition order would not place the community at risk.

### Documents to be provided with the CCRA Application Form

Document(s) included with your application

<table>
<thead>
<tr>
<th>Document(s) included with your application</th>
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</thead>
<tbody>
<tr>
<td>A certified copy of your <strong>criminal record</strong></td>
<td></td>
</tr>
<tr>
<td>A <strong>certificate of conviction</strong> and documentation that confirms the date on which the driving prohibition order commenced and its duration</td>
<td></td>
</tr>
<tr>
<td>A photocopy of a <strong>document which supports your identity</strong>. This government issued (Federal, Provincial or Municipal) document must have your name, date of birth and signature (e.g., passport, driver’s licence, etc.).</td>
<td></td>
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<td><strong>Official third-party proof</strong> to substantiate your claim of undue hardship (e.g., doctor, school, employer, etc.) (see <em>Undue Hardship Documents</em>).</td>
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### 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.

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* 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.

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* 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.
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**.

** 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).
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](http://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](http://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](http://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](http://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;
- You 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)

2. Original Court Information Form(s)

3. Original Military Conduct Sheet (if required)

4. Original Local Police Records Check Form(s)

5. Photocopy of your identification document

6. Original Royal Prerogative of Mercy (RPM)/Clemency Application Form and Official third-party proof to substantiate your claim of undue hardship *(Undue Hardship Documents)*

→ 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?  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  

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

Date of Sentence  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 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  
☐ Our records have been destroyed  

Date of last payment if known:  Y Y Y M M D D

Date destroyed:  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.

<table>
<thead>
<tr>
<th>Full legal name:</th>
<th>Date of birth (YYYY-MM-DD):</th>
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**Offence Information – For court use only. Do not write in this section.**

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<thead>
<tr>
<th>Offence Information # 2</th>
<th>Date of Offence (if available)</th>
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<tr>
<th>Offence Description</th>
<th>Sentence</th>
<th>Place of Sentence</th>
<th>Date of Sentence</th>
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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

Our records have been destroyed

**Offence Information # 3**

<table>
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<tr>
<th>Offence Information # 3</th>
<th>Date of Offence (if available)</th>
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</table>

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

Our records have been destroyed

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

Name of Authorized Officer of the Court:

<table>
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<tr>
<th>Signature:</th>
<th>Date:</th>
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</table>

Please put court seal or stamp here.
### 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?
   - [ ] Day
   - [ ] Month
   - [ ] Year

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: [ ]
   - Postal Code/Zip Code: [ ]
   - 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: [ ]

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)

<table>
<thead>
<tr>
<th>Offence description</th>
<th>Sentence</th>
<th>Place of sentence</th>
<th>Arresting police service</th>
<th>Date of sentence</th>
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</thead>
<tbody>
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► Convictions(s) **for simple possession of cannabis** in addition to those appearing on CPIC

<table>
<thead>
<tr>
<th>Offence description</th>
<th>Sentence</th>
<th>Place of sentence</th>
<th>Arresting police service</th>
<th>Date of sentence</th>
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</table>

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

<table>
<thead>
<tr>
<th>Offence description</th>
<th>Sentence</th>
<th>Place of sentence</th>
<th>Arresting police service</th>
<th>Date of sentence</th>
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</table>

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

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<th>Sentence</th>
<th>Place of sentence</th>
<th>Arresting police service</th>
<th>Date of sentence</th>
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</table>

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

<table>
<thead>
<tr>
<th>Nature of occurrence</th>
<th>Outcome</th>
<th>File number</th>
<th>Date of occurrence</th>
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<tbody>
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</tbody>
</table>

Police representative information

<table>
<thead>
<tr>
<th>Police service name</th>
<th>Police representative name</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
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</table>

Signature ___________________________  Date ___________________________

Internal Use Only

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?
- No
- Yes – if YES, write these names below (include aliases, nicknames, previous married names, etc.)

<table>
<thead>
<tr>
<th>Other Last Name(s)</th>
<th>Other First Name(s)</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

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

4. a) What is your date of birth?  
   b) What is your place of birth?

<table>
<thead>
<tr>
<th>City/Town</th>
<th>Province/Territory/State (if applicable)</th>
<th>Country/Nation</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Number</th>
<th>Province/Territory</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

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?  
- No
- Yes

Email address: ___________________________

7. Can we contact someone else about your application?
- No
- Yes – If YES, give their name, telephone number and relationship to you:

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone number</th>
<th>Relationship to you (e.g., your representative, lawyer, spouse, etc.)</th>
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</thead>
<tbody>
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</table>
Your full legal name: ___________________________ Date of birth: ____________ ____________ ____________ ____________

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

<table>
<thead>
<tr>
<th>Apartment/House Number and Street Address</th>
<th>City/Town</th>
<th>Province/Territory/State</th>
<th>Postal Code/Zip Code</th>
<th>Country/Nation</th>
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</table>

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.)

<table>
<thead>
<tr>
<th>Apartment/House Number and Street Address</th>
<th>City/Town</th>
<th>Province/Territory/State</th>
<th>Postal Code/Zip Code</th>
<th>Country/Nation</th>
<th>From (YYYY/MM)</th>
<th>To (YYYY/MM)</th>
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</tbody>
</table>

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):

<table>
<thead>
<tr>
<th>Apartment/House Number and Street Address</th>
<th>City/Town</th>
<th>Province/Territory/State</th>
<th>Postal Code/Zip Code</th>
<th>Country/Nation</th>
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</tbody>
</table>

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: [ ] ____________ ____________ ____________ ____________ Date of Discharge: [ ] ____________ ____________ ____________ ____________

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

<table>
<thead>
<tr>
<th>Unit Name</th>
<th>Sub-Unit Name</th>
<th>Street Address or P.O. Box Number</th>
<th>Province/Territory</th>
<th>Postal Code</th>
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</tbody>
</table>

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

- No
- Yes – If YES, list them below:

<table>
<thead>
<tr>
<th>Offence</th>
<th>Arresting Police</th>
<th>Sentence</th>
<th>Date (YYYY-MM-DD)</th>
<th>Court (Street/City/Province or Territory/State)</th>
</tr>
</thead>
<tbody>
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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*. 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.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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</table>

Preferred language of correspondence:  
- English
- French
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).
2. Describe the circumstances of each of the offence(s) committed (i.e., Who, What, When, Where, Why and How):
3. Provide an explanation, as well as supporting documents, that could help show the undue hardship that you are experiencing (if applicable): EDUCATION
4. Provide an explanation, as well as supporting documents, that could help show the undue hardship that you are experiencing (if applicable): EMPLOYMENT
5. Provide an explanation, as well as supporting documents, that could help show the undue hardship that you are experiencing (if applicable): FINANCIAL
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 YM 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
NEED HELP?
Contact the Parole Board of Canada at:

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