

## COMMUTATION

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### What is a Commutation?

A Commutation is the change of your current sentence – whether incarcerated or on supervision – to a lesser term. Please note, you may not apply for a Commutation unless all judicial remedies have been exhausted (i.e., sentence modification, habeas, application for early parole or probation discharge.)

### Who May Apply?

If you are currently serving a sentence or are under supervision as follows:

- sentence of 8 or more years—eligible after 4 years
- sentence of less than 8 years—eligible after 50%

### How Do I Apply?

If you or someone you know is incarcerated, applications and instructions can be obtained from the Correctional Facility where you/the individual is housed. Applications and instructions are also available on the agency's website at [www.ct.gov/bopp](http://www.ct.gov/bopp) or by calling (203) 805-6643. The Board currently holds two (2) Commutation hearings per year.

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### BOARD OF PARDONS AND PAROLES MISSION:

*The Mission of the Board of Pardons and Paroles is to facilitate the successful reintegration of suitable offenders into the community.*

### BOARD OF PARDONS AND PAROLES VISION:

- Reduced recidivism;
- More investment in crime prevention;
- Reduced victimization;
- Less violent, safer communities;
- An increased capacity to measure all of the above.

# FOR MORE INFORMATION

### Address:

State of Connecticut  
Board of Pardons and Paroles  
55 West Main St.  
Waterbury, CT 06702

### Phone Numbers:

(203) 805-6605 Parole Division  
(203) 805-6643 Pardon Division  
(203) 805-6652 Fax

### Email:

[ct.bpp@ct.gov](mailto:ct.bpp@ct.gov)

### Website:

[www.ct.gov/bopp](http://www.ct.gov/bopp)

### Hours:

Monday - Friday  
8:30 a.m. - 4:30 p.m.

*This notice is being provided in accordance with C.G.S. § 54-130f and will be distributed to all individuals upon:*

- sentencing;
- release from the Department of Correction (DOC); and
- completion of parole, probation or conditional discharge.

The Board of Pardons and Paroles complies with the Americans with Disabilities Act (ADA.) If you need a reasonable accommodation in accordance with the ADA, contact the Board at [ct.bpp@ct.gov](mailto:ct.bpp@ct.gov).

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# The Pardon Process

*State of Connecticut  
Board of Pardons  
and Paroles*



Carleton J. Giles

*Chairperson*

# GENERAL INFORMATION

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The Board has the power to grant the following:

- **Absolute Pardons**
- **Certificates of Employability**
- **Commutations**

## ABSOLUTE PARDON

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### What is an Absolute Pardon?

An Absolute Pardon, also referred to as a **full pardon**, results in the erasure of your adult Connecticut criminal record. You cannot apply to pardon one offense and not another. Therefore, your entire criminal history will be considered for an Absolute Pardon.

### When Can I Apply?

You may apply three (3) years after the date of disposition for your most recent Misdemeanor conviction and five (5) years after the date of disposition for your most recent Felony conviction. You cannot be on parole or probation.

### How Do I Apply?

Applications and instructions are available on the agency's website at [www.ct.gov/bopp](http://www.ct.gov/bopp) or may be requested by calling (203) 805-6643.

### What Happens Once I Apply?

Following receipt, staff will review your application to determine if you will be scheduled for an Expedited Review without a hearing or a standard pre-screen review. If you are convicted of non-violent offenses where there is no victim interest, you may be considered for an Expedited Review. If you qualify for an Expedited Review, you may be granted an Absolute Pardon without being required to be present. At an Expedited Review, the Board may choose to grant an

Absolute Pardon, deny your application for a pardon or continue your application to a full panel hearing. At a standard pre-screen, the Board will review your application to determine whether you should proceed to a full hearing and appear before the Board. This entire procedure usually takes approximately 2-3 months, but processing time varies depending on the volume of applications received.

In all instances, you will receive a letter with the results of these reviews shortly after they occur. Please note, you may be required to appear in person even if you do not currently live in Connecticut.

### What Does the Board Take Into Consideration?

The Board decides whether or not to grant a pardon, based on – among other things – the severity of the offense, the impact on the victim and the victim's input, your criminal history and how much time has passed since your most recent offense, and whether the public interest is served by pardoning your criminal record. The State's Attorney's opinion may also be taken into consideration. The Board will also consider what you have accomplished since your most recent offense, your work history, subsequent contact with the criminal justice system, character references and community service. The Board may consider any other pertinent information available in deciding whether to grant or deny a pardon. Your chances each time you apply are based not only on your eligibility, but on your suitability as well.

## CERTIFICATE OF EMPLOYABILITY

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### What is a Certificate of Employability?

A Certificate of Employability, also known statutorily as a Provisional Pardon or Certificate of Rehabilitation, is for employment and licensing purposes only. It is an official State document certifying that despite your crim-

inal history, you should not be prevented from getting a job or a license.

### Who May Apply?

Any resident of Connecticut who has been convicted of a crime or crimes in *any* state or jurisdiction. If you are currently under supervision by the Parole and Community Services Division of the Department of Correction and have successfully completed (90) days of supervision, you are eligible to apply. Additionally, if you were incarcerated and are (90) days past discharge, are not currently under supervision and have had no new arrest(s,) you are eligible to apply.

**For individuals under Probation Supervision, you must apply through the Court Support Services Division (CSSD) of the Judicial Branch.**

**Note:** If you are currently incarcerated, you do not qualify for a Certificate of Employability. For incarcerated offenders or individuals currently on probation or any form of parole, who are seeking an Absolute Pardon, or **Commutation** of your sentence, please use the **“Application for Commutation by Current Offender”** form. This form can be found at [www.ct.gov/bopp](http://www.ct.gov/bopp).

### How Do I Apply?

Applications and instructions are available on the agency's website at [www.ct.gov/bopp](http://www.ct.gov/bopp) or may be requested by calling (203) 805-6643.

Similar to the application process for an Absolute Pardon, your application for a Certificate of Employability will be reviewed and investigated. Upon completion, the Board will conduct an administrative review. At such time, the Board will deny or grant the issuance of the Certificate. You do not appear before the Board.