



COMMUTATION APPLICATION

Eligibility Checklist

- 1) Do you have any pending charges, warrants, outstanding court fees, fines, etc.?
 YES NO

If YES, STOP. You need to re-apply upon resolution of these matters.

- 2) Have you received a Nolle within the last 13 months?
 YES NO

If YES, STOP. You need to re-apply after 13 months have elapsed from the date of the Nolle.

- 3) Are you parole eligible within the next (2) years?
 YES NO

If YES, STOP. You are not eligible to apply.

- 4) Have you been denied Commutation within the last (3) years?
 YES NO

If YES, STOP. You are not eligible to apply. Please re-apply once three years has elapsed.

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- 5) Are you currently incarcerated?
 YES NO

If NO, STOP. You are not eligible to apply.

- 6) a. Is your sentence greater than 10 years?
 YES NO

If NO, STOP. You are not eligible to apply.

- b. If YES, have you served at least 10 years of your sentence?
 YES NO

If NO, STOP. You are not eligible to apply.

If you answered YES to question 5 and 6, you are eligible to apply.

If you do not meet the requirements above, but feel you have extraordinary circumstances that warrant the Board of Pardons and Paroles waiving one or more of these requirements, please complete a Request to Waive Eligibility Requirements (BOPP Form 3021) and submit to the Board of Pardons and Paroles for review. The Board will review your Request and determine whether to waive the eligibility requirement(s). DO NOT SUBMIT A COMMUTATION APPLICATION IF YOU DO NOT MEET THE ELIGIBILITY REQUIREMENTS.



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Document Checklist

- Eligibility Requirements Met**
- Completed Application**
- Signed Background Investigation Authorization Form**
- Police report(s) relevant to the conviction(s) for which you are seeking a commutation; or where a police report is not available, a letter from the Police Department stating the report is not available.**
- Copy of Completed Notice of Application (NOA) signed by you and verified/signed by DOC (VSU)**
- Copy of Completed Notice of Application (NOA) signed and mailed by you to Office of Victim Services Judicial Branch (OVS)**
- Proof of payment of court cost, fines and restitution, *if applicable***
- DD14, *if applicable***
- Letters of support (optional)**

All information must be mailed to the following address:

**Board of Pardons and Paroles
Attn: Commutations
55 West Main Street, Suite 520
Waterbury, CT 06702**