



## COMMUTATION APPLICATION

### *Eligibility Checklist*

- 1) Are you currently serving a sentence of life without the possibility of release pursuant to CGS § 53a-35a(1) and 53a-53b?  YES  NO

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

- 2) 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.**

- 3) Have you been denied Commutation within the last (5) years?  YES  NO

**If YES, STOP. You are not eligible to apply. You may only re-apply if new information not included in your original application has become known. You may then re-apply once five years has elapsed.**

- 
- 4) Are you currently incarcerated?  YES  NO

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

- 5) 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.**

- 6) Are there exceptional and compelling circumstances which would warrant a commutation?  YES  NO

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



## COMMUTATION APPLICATION

### *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 and mailed by you to the Department of Correction Victim Services Unit (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***
- 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**