**INSTRUCTIONS FOR FILING AN APPLICATION**

**NEBRASKA PARDONS BOARD**

**FULL PARDONS**

**It is the usual practice in the granting of pardons to hear only those misdemeanor cases where three (3) years has elapsed and those felony cases where ten (10) years has elapsed upon completion of sentencing, including any probation, supervised release, or parole term, with no further law enforcement contacts or court convictions within the waiting period.**

Applications are processed according to the date they are received in the Nebraska Board of Pardons Office. There is no guarantee that any application received will be scheduled for the most current docket available. As numerous applications are received daily, any application received can be postponed and scheduled for a future consideration meeting for any reason**.** The Board of Pardons meets approximately six (6) times a year. You will be notified by written correspondence when your case is scheduled on a Board docket and your presence is mandatory at the scheduled hearing.

**The pardons board process can take several months to several years from the date the application is received in the pardons board office before the board will review your application and determine if they are willing to grant you a hearing.**

**Please follow instructions closely, applications that are not completed according to the instructions will be returned and cause further delays in setting the case on a docket.**

**IMPORTANT:** **Please keep copies of your pardon application, court documents, character reference letters, and any other materials submitted for your personal records. If requests are made for copies of any submitted materials a fee of $1.00 per page will be assessed.**

**PROCEDURE**

When an application is filed, the Board makes a thorough investigation of the case, determines if the application should be accepted for hearing and if accepted, sets the case for a public hearing. The applicant is expected to be in attendance for the hearing. If an applicant wishes to request a hearing in absentia, this request should be made when the application is filed. Only in rare cases will a hearing be granted in absentia. These are public hearings; a notice appears in state and county newspapers, the press may be in attendance, and testimony is taken from anyone appearing in support or opposition to the application. A reasonable effort will be made to contact the victim of offenses defined as crimes against a person by the Board’s Policy and Procedure Guidelines. The Board may consult with the Board of Parole concerning any application.

A pardon from Nebraska would in no way pardon one from convictions in other states.

 **OVER**

**MATERIALS NEEDED FOR CONSIDERATION**

**PLEASE FOLLOW INSTRUCTIONS CLOSELY OR YOUR APPLICATION WILL BE REFUSED.**

**□ 1. COMPLETED APPLICATION INCLUDING THE SIGNATURE OF THE APPLICANT.**

An application secured from the office of the Board, should be completed giving detailed information as to one's activities since release. If an applicant has had more than one felony or misdemeanor conviction in Nebraska the application should include information for each conviction for which you wish a pardon.

**□ 2. SEVERAL REFERENCE/CHARACTER LETTERS. (THREE OR MORE)**

Several letters verifying the applicant's good character from citizens of the community where the applicant has resided must accompany the application.

**□ 3. COURT DOCUMENTS MUST BE SUBMITTED WITH THE APPLICATION.**

**Court documents must accompany the application.** **You must submit court documents if you paid a court fine, served on probation, served county jail time, or served state prison time.**

1. Sentencing Order

 2. Probation Order

 3. Release from Probation Order

4. A receipt or letter from the sentencing courts (County Court or District Court) showing that all monetary fines, court costs, and restitutions have been satisfied with the courts.

**□ 4. MAKE SURE YOU HAVE SIGNED AND DATED YOUR APPLICATION.**

**□ 4. SIGN, DATE, AND HAVE NOTARIZED THE AUTHORIZATION AND RELEASE FORM.**

Return original signed document with the application and other supportive material.

**MAILING ADDRESS:**

NEBRASKA BOARD OF PARDONS OFFICE

P.O. Box 95007

Lincoln, NE 68509-5007