



State of New Mexico

Michelle Lujan Grisham
Governor

EXECUTIVE CLEMENCY APPLICATION: INSTRUCTIONS FOR APPLICANT

Please read the application instructions thoroughly and complete all portions of the application and submit any required documentation with the application.

You must correct incomplete applications or applications that do not comply with these instructions within sixty (60) days of the date on the correspondence informing you of the problem. If you do not correct the application, it will be deemed abandoned.

For your records, make copies of all documentation that you submit to the Governor.

DO NOT provide originals of personal items, including but not limited to, photos, transcripts, birth and other certificates, achievement awards, licenses, literature, etc. The Governor's Office cannot guarantee that original versions of these documents will be kept or returned to the applicant. In lieu of originals, please provide copies of those documents and any other irreplaceable or meaningful documents to you.

Mail completed applications to:

OFFICE OF THE GOVERNOR
ATTN: PARDONS
490 SANTA FE TRAIL, SUITE 400
SANTA FE, NM 87501

1. Submit a completed application form. Please respond to all items. If necessary, use "N/A," "Unknown," "None," or "Do not remember."
2. Applications must be typed or printed legibly in black or blue ink.
3. Submit a typed or legibly printed letter with your application. The letter should **at minimum**: state whether you have previously applied for a pardon and, if so, describe when and how that application was resolved; explain the facts of the crime(s) underlying the conviction(s) for which you are seeking executive clemency; and provide your reasons for seeking executive clemency. Your letter may also

describe or summarize other pertinent information that you believe merits the Governor's consideration. Please consult the Executive Clemency Guidelines produced by the Governor's Office for further discussion of factors that may weigh on the Governor's consideration of your clemency request.

4. Submit certified court documentation (criminal complaint, indictment or information, plea and disposition agreement, judgment and sentence, petitions to revoke probation, orders revoking probation, etc.) for the conviction for which you are requesting executive clemency. These documents can be obtained from the court that had jurisdiction over the conviction for which you are seeking clemency.
5. Submit offense (arrest) reports for the conviction for which you are requesting executive clemency. These documents can be obtained from the applicable law enforcement agencies.
6. You may submit documentation of civic contributions and educational accomplishments, including a copy of your high school diploma or GED, or college transcripts. Please consult the Executive Clemency Guidelines produced by the Governor's Office to learn more about what kinds of activities may be considered civic contributions and educational accomplishments.
7. You may submit any documentation establishing that you have been a law-abiding citizen, a productive member of society, or that you have experienced personal growth since the conviction for which you are seeking clemency. For example, a resume or certificate of completion for a voluntary treatment program. Please consult the Executive Clemency Guidelines produced by the Governor's Office to learn more about what kinds of documents might establish these facts.
8. Complete the following application form as presented. You may submit attached documents as instructed in the application and in this notice. Do not alter the presentation of this application either through reformatting or rewriting.
9. If any of the documentation required to be submitted is unavailable, then please provide a detailed statement evidencing your efforts to obtain the documentation, including the name/contact information for all court and law enforcement personnel that you contacted in connection with these efforts.
10. The application must be signed, dated, and notarized.

Failure to comply with instructions may delay processing and require you to submit additional materials. After you have submitted your application, **do not call the Governor's Office to check on the status of your application.** You will be informed of any significant developments with respect to your application.

A grant of executive clemency is earned by those who have demonstrated exemplary behavior, distinct achievement, and proof of a productive and law-abiding life. The burden is on the applicant to provide documentation and follow instructions.

EXECUTIVE CLEMENCY APPLICATION

BACKGROUND INFORMATION			
CURRENT FULL NAME (Last, First, Middle)			
NAME CONVICTED UNDER (Last, First, Middle)			
ALIAS NAMES (maiden name, name by former marriage)			
DATE OF BIRTH		ANY SOCIAL SECURITY NUMBERS USED	
CURRENT PHYSICAL ADDRESS	Number/Street:		Apt:
	City:	State:	Zip Code:
CURRENT MAILING ADDRESS (If same as physical address then write SAME)	Number/Street:		Apt:
	City:	State:	Zip Code:
PREVIOUS ADDRESS (List all previous physical addresses since the age of 18. Do not use post office boxes. All time periods must be accounted for. Complete this page before attaching any additional pages.)	From (Month/Year):		From (Month/Year):
	Number/Street		Apt:
	City:	State:	Zip Code:
PREVIOUS ADDRESS	From (Month/Year):		From (Month/Year):
	Number/Street		Apt:
	City:	State:	Zip Code:
PREVIOUS ADDRESS	From (Month/Year):		From (Month/Year):
	Number/Street		Apt:
	City:	State:	Zip Code:
PHONE NUMBER		EMAIL ADDRESS	

EDUCATIONAL HISTORY

HIGH SCHOOL EDUCATION (Name of high school)		DIPLOMA / GED or HIGHEST GRADE COMPLETED AND YEAR	
POST-SECONDARY EDUCATION (Name of college, trade school, or certificate program)		DEGREE OR HIGHEST GRADE COMPLETED AND YEAR	
POST-SECONDARY EDUCATION (Name of college, trade school, or certificate program)		DEGREE OR HIGHEST GRADE COMPLETED AND YEAR	

EMPLOYMENT HISTORY

(List all periods of employment
in the last 10 years)

PLACE OF WORK:

POSITION HELD:

DATES OF
EMPLOYMENT:

REASON FOR
LEAVING:

*(AN ATTACHED RESUME IS
SUFFICIENT TO SATISFY THIS
QUESTION)*

CRIMINAL HISTORY¹

CONVICTIONS Include all crimes of which applicant was convicted regardless of whether the court imposed a concurrent sentence (include the statutory citation for the offense)			
CASE NUMBER AND JUDICIAL DISTRICT²			
LAW ENFORCEMENT AGENCY³			
CRIME(S) CHARGED Include all crimes with which applicant was charged as the offense appears in the court documentation regardless of whether it/they are different from the convicted crime (include the statutory citation for the offense)			
DATE OF INCIDENT		DATE SENTENCED	
SENTENCE IMPOSED (CONDITIONAL DISCHARGE/DEFERRED/SUSPENDED/PRISON)			
BASIS OF CONVICTION (GUILTY PLEA/NO CONTEST PLEA/JURY TRIAL)			
DATE(S) PROBATION AND/OR PAROLE ENDED			
DATE(S) OF PROBATION/PAROLE REVOCATION (IF APPLICABLE)⁴		BASIS FOR REVOCATION	
WAS PROBATION SATISFACTORILY OR UNSATISFACTORILY COMPLETED?			
I acknowledge that I have read Governor Lujan Grisham's Pardon Guidelines and that I satisfy all eligibility requirements. Further, I had read and understand the Notice to Applicant and Application Instructions. I have complied with the instructions, obtained and/or completed all of the required supporting documentation, and I certify that I have answered all questions fully and truthfully.			

¹ The applicant should include the relevant details of the conviction for which the applicant is seeking executive clemency in this Section. The applicant should also provide on a separate sheet the same details of arrests and convictions prior to and subsequent to the conviction for which the applicant is seeking executive clemency.

² Applicants must submit a certified copy of the criminal complaint, information or indictment, plea and disposition agreement, and judgment and sentence. These documents can be obtained from the court.

³ Applicants must submit a copy of all offense (arrest) reports. These documents can be obtained from law enforcement. Note: reports may have been prepared by more than one law enforcement agency.

⁴ Applicants must submit a copy of all petitions to revoke probation and orders revoking probation.

I further acknowledge that should my application and supporting documents for any reason become public that I agree to hold the Office of the Governor harmless for any and all public disclosure.

Applicant's Signature: _____

Date: _____

STATE OF NEW MEXICO

COUNTY OF _____

This instrument was acknowledged before me on _____ by _____.
(date) (name of applicant)

NOTARY
SEAL

Signature of notarial officer

My commission expires: _____

4/17/2019 (updated)