



State of New Mexico

Michelle Lujan Grisham
Governor

EXECUTIVE CLEMENCY APPLICATION INSTRUCTIONS

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

You should correct or communicate your intent to 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.

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 Old Santa Fe Trail, Suite 400
 Santa Fe, NM 87501

REQUIREMENTS

1. Submit a completed application form, typed or printed legibly in black or blue ink. Please respond to all items. If necessary, use “N/A,” “Unknown,” “None,” or “Do not remember.” **Contact information must be provided.**

2. Submit a typed or legibly printed letter with your application. The letter should **at minimum**:
 - a. state whether you have previously applied for a pardon and, if so, describe when and how that application was resolved;
 - b. explain the facts of the crime(s) underlying the conviction(s) for which you are seeking executive clemency;
 - c. provide a complete summary of your criminal history;
 - d. provide your reasons for seeking executive clemency, including which rights you wish to be restored; and
 - e. 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 as well as information regarding restoration of rights.

3. Submit certified court documentation for the conviction for which you are requesting executive clemency:
 - a. criminal complaint;
 - b. indictment or information;
 - c. plea and disposition agreement;
 - d. judgment and sentence;
 - e. petitions to revoke probation, and orders revoking probation, if applicable; and
 - f. suspended sentence certificate, if applicable.

These documents can be obtained from the court that had jurisdiction over the conviction for which you are seeking clemency. Applicants applying for commutation of sentence, conditional release, or reprieve may choose to not provide these documents and must indicate their choose in writing.

4. 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. Applicants applying for commutation of sentence, conditional release, or reprieve may choose to not provide these documents and must indicate their choose in writing.

5. 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.

6. 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. Please consult the Executive Clemency Guidelines produced by the Governor's Office to learn more about what kinds of documents might establish these facts.

7. Complete the following application form as presented. You may submit documents as instructed in the application and in this notice. Do not alter the presentation of this application either through reformatting or rewriting.

8. If any of the documentation required to be submitted is unavailable, 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.

9. The application must be signed, dated, and notarized by the applicant.

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.

Revised 12/15/21