



---

# Pardon Application Guide

## Step-By-Step Instructions

---

### **DO YOU NEED HELP?**

Call the Helpline :1-800-874-2652  
Or Visit our Website at: [www.npb-cnlc.gc.ca/pardons](http://www.npb-cnlc.gc.ca/pardons)

Revised Version 2005



Government  
of Canada

Gouvernement  
du Canada

National Parole  
Board

Commission nationale des  
libérations conditionnelles

Canada



## CAN YOU APPLY FOR A PARDON AT THIS TIME?

1. Have you been convicted of a federal offence as an adult?
2. Has it been **at least** three (3) years since you completed your sentence?

**IF** you answered “**Yes**” to both questions then you may be eligible to apply for a Pardon.

**Note:** “**Completed your sentence**” means that you have paid all fines, costs, surcharges, and made restitution or compensation, and completed any order of probation, conditional sentence, and incarceration (which includes time on parole and statutory release).

## Summary of Pardon Application Steps

**STEP 1:** Obtain your **Criminal Record** or a **Certification of No Criminal Record** from the Royal Canadian Mounted Police (RCMP). *See page 2*

### WAIT FOR A REPLY FROM THE RCMP BEFORE YOU CONTINUE

**STEP 2:** **If** you have additional convictions that **Do Not** appear on your Criminal Record **then** you **must** obtain Proof of Convictions for these missing convictions. *See page 2*

**STEP 3:** **If** your sentence was completed less than 5 years ago **and/or** you had any fines, costs, surcharges, restitution or compensation orders in the past 15 years, **then** you **must** obtain your Court Information. *See page 3*

**Note:** If the court indicates that your conviction was tried as an *Indictable Offence* **and** it has not been five (5) years since you completed your sentence, **then** your application cannot be processed. You must wait until the end of the five-year waiting period before applying for a Pardon.

**STEP 4:** **If** you are, or have ever been, a member of the Canadian Forces **then** obtain a *Military Conduct Sheet* or written confirmation of its non-existence. *See page 4*

**STEP 5:** Obtain *Local Police Records Checks* for each address where you have resided in the past 5 years. *See page 5*

**STEP 6:** **If** you were born outside of Canada **and** you are currently living in Canada **then** provide a copy of your valid *Citizenship or Immigration Documents*. *See page 6*

**STEP 7:** Complete and Sign the *Pardon Application Form*. *See page 7*

**STEP 8:** Obtain the **\$50.00** Canadian funds fee. **Only** certified cheques, money orders or bank drafts payable to the *Receiver General for Canada* will be accepted. *See page 8*

**STEP 9:** Send your completed and signed *Application Form*, with the *Fee Payment* and **ALL** documents to:

**Clemency and Pardons Division  
National Parole Board  
410 Laurier Avenue West, 5th Floor  
Ottawa ON K1A 0R1**

**IMPORTANT: KEEP A COPY OF ALL YOUR APPLICATION DOCUMENTS FOR FUTURE REFERENCE**



## STEP 1 — Obtain Your Criminal Record

- A)** Contact your local police to have your fingerprints taken.

The *Fingerprint form* **must** clearly indicate that you will be applying for a *Pardon*. A *Criminal Record* obtained for any reason other than for a pardon will **not** be accepted.

- B)** Send your Fingerprint Form and a certified cheque, money order or bank draft for **\$25.00** CDN, payable to the **Receiver General for Canada** to:

**Civil Fingerprint Screening Services  
Royal Canadian Mounted Police  
P.O. Box 8885  
Ottawa ON K1G 3M8  
(613) 998-6362**

- C) WAIT UNTIL YOU HAVE RECEIVED YOUR CRIMINAL RECORD BEFORE YOU CONTINUE.**

- You may receive a **Certification of No Criminal Record**. If you do, you may use this instead of a Criminal Record when applying for a Pardon.

- D)** When you receive your Criminal Record from the RCMP, check it to be sure that all of your convictions appear on the record.

- If all your convictions **do** appear on the record, **go to Step 3 - Obtain Court Information**.
- If you have any criminal convictions which **do not** appear on your Criminal Record, **go to Step 2 — Obtain Proof of Conviction**.

If the RCMP indicates that you **do not** have a criminal record, your convictions will not be on the Canada-wide system. Call the National Parole Board for advice on how to proceed at **1-800-874-2652**.

## STEP 2 — Obtain Proof of Conviction

You must obtain a **Proof of Conviction** for each conviction you have that does not appear on your Criminal Record.

Contact either the court where the case was heard or the police service that arrested you and request that they provide you with a Proof of Conviction.

Your Proof of Conviction **must** include:

- the date and court where you were sentenced
- the offence for which you were convicted
- the sentence you received

If **neither** the court **nor** the arresting police service has a record of your conviction, obtain this fact in writing and contact the National Parole Board for assistance at **1-800-874-2652**.

**Note:** The police and court may charge a fee for this service.

### IMPORTANT

IT IS **YOUR** RESPONSIBILITY TO PROVIDE THE NATIONAL PAROLE BOARD WITH A RECORD OF **ALL** CONVICTIONS THAT DO NOT APPEAR ON YOUR CRIMINAL RECORD.

FAILURE TO DO SO **WILL** RESULT IN CONVICTIONS NOT BEING PARDONED OR MAY RESULT IN THE LOSS OF YOUR PARDON.

## NEED HELP?

Call National Parole Board Toll Free at: **1-800-874-2652**.  
Or Visit our Website at: **[www.npb-cnlc.gc.ca/pardons](http://www.npb-cnlc.gc.ca/pardons)**





## STEP 3 — Obtain Court Information

If any of your sentences were completed **less than 5 years ago and/or** you had fines, costs, surcharges, restitution or compensation orders in the **past 15 years**, then you **must** obtain **Court Information** for each of these sentences. If you were sentenced in more than one court, you will have to contact each court separately for your court information. **You may need more than one copy of this form, so please make copies before filling it out.**

- A)** Fill out **Section A** and **Section B** of the Court Information form provided on the next page.
- B)** Contact the court where the case was heard. Provide them with a **copy** of your Criminal Record and request that they complete the **For Court Use Only** section of the Court Information form.
  - If the court has a record of a conviction that does not appear on your Criminal Record, request that they provide you with a **Proof of Conviction. Go to Step 2 — Obtain Proof of Conviction.**
  - The court **must** sign and include their official seal or stamp on the form. If the Court does not sign and include their official seal or stamp, your application will not be accepted.

**Note:** You are only eligible to apply for a Pardon if it has been 3 years since you completed all of your sentences for Summary Convictions, or 5 years since you completed all your sentences for Indictable Convictions. **“Completed your sentence”** means that you have paid all fines, costs, surcharges, and made restitution or compensation, and completed any order of probation, conditional sentence, and incarceration (which includes time on parole and statutory release).

If the court indicates that your conviction was tried as an *Indictable Offence* **and** it has not been five (5) years since you completed your sentence, **then** your application cannot be processed at this time.

## COURT INFORMATION FORM

### Question Clarifications

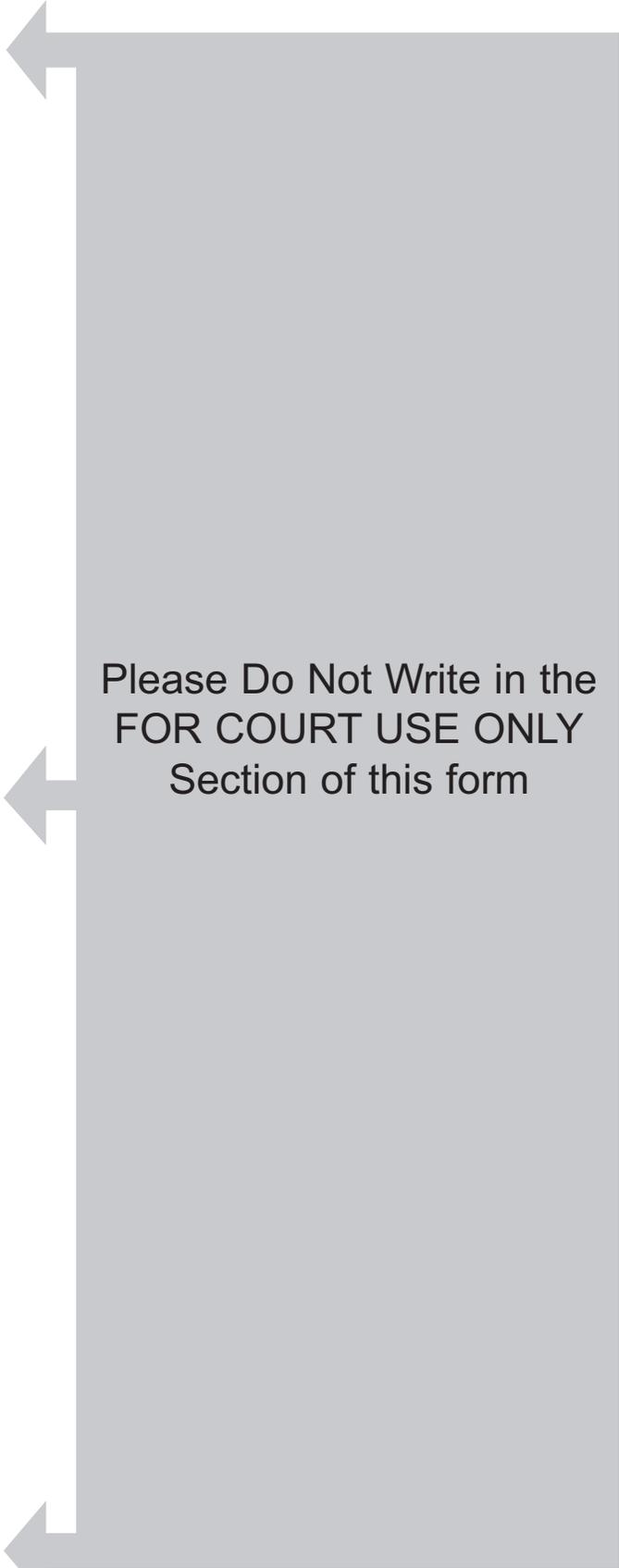
#### Clarification for Question 2

##### Have You Used Any Other Names?

If you have **ever** used, or been known by **any** other name (such as birth name, legal name change, married name or alias), check **YES** and write **all** the names you have used. Attach a list if more space is needed. If you have **never** used, or been known by, any other name, check **NO** and proceed to Question 3.

Please Do Not Write in the  
**FOR COURT USE ONLY**  
Section of this form





Please Do Not Write in the  
FOR COURT USE ONLY  
Section of this form



## STEP 4 — Obtain Military Conduct Sheet

If you have **never** been a member of the Canadian Forces then **go to to STEP 5 — Obtain Local Police Records.**

**IMPORTANT:** You must include **all** correspondence from your Commanding Officer, National Defence or National Archives with your Pardon Application.

### Present Member of the Regular or Reserve Forces

- Request a **certified, signed and dated** copy of your Military Conduct Sheet from your Commanding Officer.
- If you have no Military Conduct Sheet then provide a letter from your Commanding Officer confirming this.

### Former Member of the Regular Forces

- If you left the Regular Force **within the past 5 years**, request a copy of your Military Conduct Sheet, or proof that this document does not exist from:

**DMCARM 4**  
**101 Colonel By Drive**  
**Ottawa ON K1A 0K2**

- If you left the Regular Force **more than 5 years ago**, request a copy of your Military Conduct Sheet, or proof that this document does not exist from:

**Personnel Records Unit**  
**National Archives of Canada**  
**395 Wellington Street**  
**Ottawa ON K1A 0N3**

### Former Member of the Reserve Forces

- If you left the Reserve Forces **within the past 3 years**, request a **certified, signed and dated** copy of your Military Conduct Sheet, or proof that this document does not exist, from the Commanding Officer of your last posting or unit.
- If you left the Reserve Forces **more than 3 years ago**, request a copy of your Military Conduct Sheet, or proof that this document does not exist from the **Personnel Records Unit** at the **National Archives** at the address listed above.

### IMPORTANT

**Your request for your Military Conduct Sheet must include the following:**

- Family name and given name(s);
- Name used at the time of service, if different;
- Date of birth;
- Military ID / Service number;
- Reason for the request (**a pardon application**);
- Your signature.

**NOTE: IF YOU ARE A CURRENT MEMBER OF THE MILITARY THEN A MILITARY CONDUCT SHEET OR LETTER FROM YOUR COMMANDING OFFICER IS **ONLY VALID FOR SIX MONTHS** FROM THE DATE IT IS ISSUED.**

**STEP 5 — Obtain Local Police Record**

You must have a **separate** Local Police Records Check for where you currently live and for **each** address you have lived at for 6 months or more in the past 5 years. **You may need more than one copy of this form, so please make copies as required before filling it out.**

- A)** Fill out **Section A, Section B** and **Section C** of the Local Police Records Check form provided on the next page.
- B)** Contact the local police service for **each** address you have lived at in the past 5 years. Provide them with a **copy** of your Criminal Record and request that they complete the **For Police Use Only** section of the Local Police Records Check form.
- If you are not sure which police service has jurisdiction over where you live, contact the nearest police service and inquire.
  - You must show a current photo ID and one other piece of identification when requesting this check in person. If mailing your Local Police Records Check form to the police, we suggest you contact them first to ask if a photocopy of your identification is acceptable.
  - The police must **sign, date** and include their **official seal or stamp** on the form. If the police do not sign and include their official seal or stamp, your application will not be accepted.
  - The police may charge a fee for this service.

If you live or have lived outside Canada within the past five years for a period of more than six months then you must obtain a local police check from the police service that has jurisdiction. If the local police that has jurisdiction in that area cannot or will not complete the Local Police Records Check form, we will accept a signed letter from them stating that you have been of good conduct.

**PLEASE NOTE: A LOCAL POLICE RECORD CHECK IS ONLY VALID FOR SIX MONTHS FROM THE DATE IT IS ISSUED.**

**LOCAL POLICE RECORDS CHECK FORM  
Question Clarifications****Clarification for Question 2****Have You Used Any Other Names?**

If you have **ever** used, or been known by **any** other name (such as birth name, legal name change, married name or alias), check **YES** and write **all** the names you have used. Attach a list if more space is needed. If you have **never** used, or been known by, any other name, check **NO** and proceed to Question 3.

**Clarification for Question 8**

**What Local Addresses Have You Lived at in the past 5 Years?** Write the address for **each** place you have lived in the past five (5) years, including when you lived at that address (From what year and month To what year and month). If you require more space please attach a list of additional addresses. **Be sure to include your current address.**

**Clarification for Question 9**

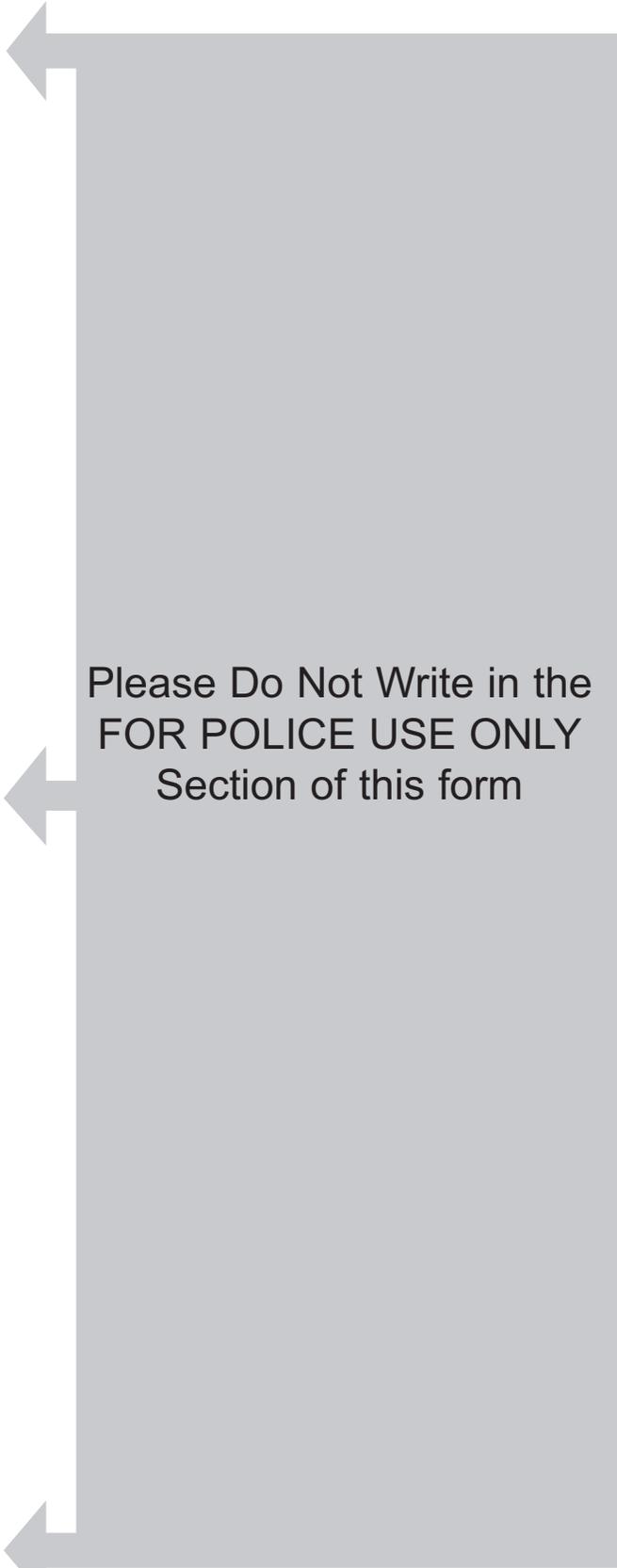
You **must** read the authorization and sign and date the form.

---

**IMPORTANT**

IT IS **YOUR** RESPONSIBILITY TO PROVIDE A RECORD OF **ALL NAMES** YOU HAVE BEEN KNOWN BY AND **LOCAL POLICE RECORDS CHECKS** FOR EACH ADDRESS YOU HAVE LIVED AT IN THE PAST FIVE YEARS.

FAILURE TO DO SO WILL RESULT IN YOUR APPLICATION BEING **RETURNED**.



Please Do Not Write in the  
**FOR POLICE USE ONLY**  
Section of this form

## STEP 6 — Provide Citizenship or Immigration Documents

If you were born in Canada or you are not currently living in Canada, **go to to STEP 7 — Complete the Pardon Application Form.**

If you were born outside of Canada **and** you are currently living in Canada, **then** you **must** provide a copy of your official and valid Immigration documentation.

**If you are in Canada with no immigration status**, (i.e. your admission to Canada is dependant upon receiving a pardon) you **must** provide a copy of official documentation confirming this.

---

### IMPORTANT

#### EXPIRED DOCUMENTS ARE NOT ACCEPTED

**IF YOUR IMMIGRATION DOCUMENTS EXPIRE WHILE YOUR PARDON APPLICATION IS BEING PROCESSED, YOU MUST PROVIDE THE NATIONAL PAROLE BOARD WITH AN UPDATED COPY.**

**FAILURE TO DO SO WILL RESULT IN THE PROCESSING OF YOUR APPLICATION BEING DELAYED.**



# Pardon Application Guide

## STEP 7 — Complete the Pardon Application Form

- You **must** use the Pardon Application form provided on the next page.
- Complete **all** Sections on **both** pages of the application form.
- Print in block letters using blue or black ink.
- Read the authorization on page 2 of the Pardon Application form. Sign and date the application. Please note that the Pardon Application **must** be signed by the applicant **only**.

### IMPORTANT

Answer **all** questions. Incomplete applications will **not** be processed and will be returned to you.

**KEEP** a copy of your application and all documentation for your reference.

**MAKE A NOTE** of the **Pardon Application Reference Number**. The Pardon Application Reference Number is found in the upper right-hand corner of the Pardon Application form. This number is required when contacting the National Parole Board about your pardon application.

**PLEASE NOTE: A PARDON APPLICATION FORM IS ONLY VALID FOR ONE YEAR FROM THE DATE IT IS SIGNED BY THE APPLICANT.**

### CHANGING YOUR ADDRESS?

Please keep us informed of your new mailing address. Send a letter with your name, your Pardon Application Reference Number and the new address to the National Parole Board. **The change of address letter must be signed by the applicant only.**

**Clemency and Pardons Division  
National Parole Board  
410 Laurier Avenue West, 5th Floor  
Ottawa ON K1A 0R1**

## PARDON APPLICATION FORM Page 1 Question Clarifications

### Clarification for Question 2

#### **Have You Used Any Other Names?**

If you have **ever** used, or been known by **any** other name (such as birth name, legal name change, married name or alias), check **YES** and write **all** the names you have used. Attach a list if more space is needed. If you have **never** used, or been known by any other name, check **NO** and proceed to Question 3.

### Clarification for Question 5

**Were You Born in Canada?** If you were born in Canada, check **YES** and skip to **Question 6**. If you were not born in Canada check **NO**. If you were not born in Canada, **and** you are currently living in Canada you must provide a copy of a valid Immigration or Citizenship document. **Expired documents are not accepted**. If your document is due to expire within 6 months of applying for your pardon you **must** provide the National Parole Board with an updated copy as soon as you receive it. **See STEP 6** for more details.

### Clarification for Question 8

**What is Your Mailing Address or the Address of Your Representative?** Write the address where you want the National Parole Board to send all correspondence. This can be your home address or the address of a Representative if you have chosen to have one.

### Clarification for Question 10

**What Addresses Have You Lived at in the Past 5 Years?** Write the address for each place you have lived in the past five (5) years, including when you lived at that address (From what year and month To what year and month). If you require more space please attach a list of additional addresses. **Include your current address as well.**

**You Must Complete Both Sides of the Application Form**

### IMPORTANT

IT IS **YOUR** RESPONSIBILITY TO PROVIDE **COMPLETE AND TRUTHFUL** ANSWERS TO **ALL** QUESTIONS IN THIS APPLICATION.

**ANY FALSE OR MISLEADING STATEMENTS AND/OR THE WITHHOLDING OF ANY INFORMATION MAY RESULT IN YOUR APPLICATION BEING DISCONTINUED OR THE LOSS OF YOUR PARDON AT A LATER DATE.**



## PARDON APPLICATION FORM Page 2 Question Clarifications

### 12. Can We Speak with Someone Else About Your Application?

If there is someone else we can speak to about your application, such as a family member or friend, check **YES** and write the name of this person and their telephone number.

#### Section D. Military Service Information

### 13. Have You Ever Been a Member of the Canadian Forces?

- If you have **never** been a member of the Canadian Forces, check **NO**.
- If you are a current member (either Regular or Reserve), check **YES – CURRENT** and write your Military ID or Service Number and the name and address of your unit. **We may contact your Commanding Officer.**
- If you are a former member (either Regular or Reserve), check **YES – FORMER**.

#### Section E. Additional Conviction Information

### 14. Do You Have Any Convictions that Do Not Appear on Your Criminal Record?

- If you have **no** convictions other than those on the Criminal Record that you obtained from the RCMP, check **NO** and complete Section F - Authorization.
- If you have additional convictions, you **must** check **YES** and for **each** conviction, write the offence for which you were convicted, the number of counts for which you were convicted, the name of the arresting police service, the sentence you received, the date you were sentenced, and the name and address of the court where you were sentenced (street address, city and province).

#### Section F. Authorization Information

You **must** read the authorization and sign and date the form. **Please note that the application must be signed by the applicant only.**

## STEP 8 — Obtain the \$50 Processing Fee

Be sure to include the \$50.00 processing fee with your application, payable to the *Receiver General for Canada*. It **must** be in the form of a certified cheque, money order or bank draft. **A personal cheque will not be accepted.**

## STEP 9 — Send Your Application

- **Take note of the personal reference number located in the upper right-hand corner of your application form.** If you need to contact the National Parole Board for any reason, you must provide your reference number to obtain information.
- **Be sure to keep a copy of all your application documents.**
- Send your completed, signed application form, along with the fee and all documents to:

**Clemency and Pardons Division  
National Parole Board  
410 Laurier Avenue West, 5th Floor  
Ottawa ON K1A 0R1**

## APPLICATION CHECK LIST

**Make sure that you have all the required documents.**

- Criminal Record from the RCMP.
- Proof of Conviction Documents (if you have convictions that are not on your Criminal Record from the RCMP).
- Court Information form (if you have any payment order within the past 15 years AND/OR if your sentence was completed less than 5 years ago).
- Military Conduct Sheet (if you are, or have been, a member of the Canadian Forces).
- Local Police Records Check(s).
- Citizenship or Immigration Documents (if you were not born in Canada, and are now living in Canada)
- Both pages of the Pardon Application form completed, signed and dated by the applicant only.
- The \$50 CDN Fee (ONLY certified cheque, money order or bank draft, payable to Receiver General for Canada).

### IMPORTANT

**IF YOU DO NOT PROVIDE THE REQUIRED DOCUMENTATION AND CORRECT FEE, YOUR APPLICATION WILL NOT BE PROCESSED AND WILL BE RETURNED.**

