

# Application for Pardon After Completion of Sentence

## What Is a Pardon and How Can It Help You?

Pardon is asking forgiveness from the President.

### Pardon **CAN**:

- Restore civil liberties, like the right to vote, or sit on a jury
- Lift barriers to licensing, employment, housing, or education

### Pardon **CANNOT**:

- Erase a conviction
- Expunge a conviction

### To apply, you should:

- Have a conviction under federal law, D.C. Code, or Uniform Code of Military Justice
- Have been released from prison or home/community detention at least five years ago  
**OR**  
Have been sentenced at least five years ago, if you were not given a prison term
- Live in the U.S. or its territories

If you are still serving your sentence, use the commutation application form: [justice.gov/pardon/apply-commutation](https://www.justice.gov/pardon/apply-commutation)

## How to Begin:

Filling out and submitting the application is the first step in a lengthy process. You will be asked to share details about yourself, your reasons for seeking pardon, your current activities, challenges you may be facing because of your conviction, information about your conviction and other criminal history, if any, and letters of support.

It is not required, but it may help to gather these documents, if available, before you start:

1. Presentence investigation report  
This report is prepared by the U.S. Probation Office to help the court with sentencing.
2. Judgment  
This document shows what sentence the court gave you.
3. Statement of reasons  
This document gives the court’s reasons for the sentence (not applicable in D.C. Code or military cases).
4. Indictment or Information  
These documents list the charges against you.
5. Case docket report  
The docket lists all the events in the case.

### WHERE CAN I FIND DOCUMENTS RELATED TO MY CONVICTION?

You may be able to get the judgment, indictment, information, and case docket report online:

Federal cases: PACER (has fees): [uscourts.gov/court-records/find-case-pacer](https://www.uscourts.gov/court-records/find-case-pacer)

D.C. cases: [dccourts.gov/superior-court/cases-online](https://www.dccourts.gov/superior-court/cases-online)

For documents that aren’t available online, you can contact or go to the court clerk’s office:

Federal court clerk’s offices: [uscourts.gov/about-federal-courts/federal-courts-public/court-website-links](https://www.uscourts.gov/about-federal-courts/federal-courts-public/court-website-links)

D.C. Superior Court: [dccourts.gov/superior-court/criminal-division](https://www.dccourts.gov/superior-court/criminal-division)

## When will the Office of the Pardon Attorney (PARDON) contact you?

The pardon application process can take months or years. We ask that you keep your contact information updated so that we can reach you when needed. Until the notification of the President's final decision, your application is "pending" or open. Messages from PARDON during the process DO NOT predict the final decision. No outcome is guaranteed. Common situations when we may contact you include:

### **Confirmation Letter**

We will send an email or letter confirming your application has been received

### **Follow-Up Letters**

We may send emails or letters asking for more information or updates

### **Background Investigation**

We will let you know if a background investigation has been started

### **Notification of Final Decision**

We will let you know if the President has granted or denied pardon

### **HELPFUL TIPS**

- This application asks for information to help us get a better picture of you and your life. All questions are important. Answer all questions to the best of your knowledge and ability and give as much detail as you can.
- The application asks for a large amount of personal information that may require research and collecting documents from the past. You may need several sessions to complete the application.
- To help us process your application more quickly, if an answer does not apply to you, write "Not Applicable."
- Sending your application as a PDF by email will help us process your application more quickly.
- If you mail the application, stapling, gluing, or taping any part will slow down processing.
- If you need more space, you can add pages or documents.
- If there is information you feel would make your application stronger, include it in additional pages. You can tell us about achievements, like physical fitness training or accomplishments; participation in personal growth, like counseling, therapy, or meditation; or other ways you have spent your time that tell us about who you are today.

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This checklist will help you review your application to make sure it is complete. It also tells you where to submit the application and how to keep your contact information updated.	

# Know Your Rights and How Your Information Will be Used

## Who is collecting this information and what are my rights?

The Office of the Pardon Attorney collects your information to review and make recommendations to the President on pardon applications. The Office is part of the Department of Justice, which is a federal government agency. You have the right not to give information to us. If you do not answer some of the questions, however, we cannot guarantee that we will be able to continue working on your application.

## How will my information be used under the Privacy Act?

The principal purpose for collecting this information is to enable the Office of the Pardon Attorney to process and evaluate your request for pardon after completion of sentence. The routine uses which may be made of this information include provision of data to the President and his staff, other governmental entities, and the public. The full list of routine uses for this correspondence can be found in the System of Records Notice titled, "Privacy Act of 1974; System of Records," published in Federal Register, September 15, 2011, Vol. 76, No. 179, at pages 57078 through 57080; as amended by "Privacy Act of 1974; System of Records," published in the Federal Register, May 25, 2017, Vol. 82, No. 100, at page 24161, and at the [U.S. Department of Justice, Office of Privacy and Civil Liberties' website](#).

The Office of the Pardon Attorney has authority to collect this information under the United States

Constitution, Article II, Section 2 (the pardon clause); Orders of the Attorney General Nos. 1798-93, 58 Fed. Reg. 53658 and 53659 (1993), 2317-2000, 65 Fed. Reg. 48381 (2000), and 2323-2000, 65 Fed. Reg. 58223 and 58224 (2000), codified in 28 C.F.R. §§ 1.1 et seq. (the rules governing petitions for pardon after completion of sentence); and Order of the Attorney General No. 1012-83, 48 Fed. Reg. 22290 (1983), as codified in 28 C.F.R. §§ 0.35 and 0.36 (the authority of the Office of the Pardon Attorney).

## Can the government publish my information?

If you are granted or denied pardon by the President, your name will be released, including on our website or in response to public information requests, in accordance with our Freedom of Information Act obligations. Non-public documents, such as this petition and supporting documents, the presentence investigation report, the results of any federal background investigation, and the recommendation of the Department of Justice, are not generally available under the Freedom of Information and Privacy Acts. However, the Pardon Attorney may disclose the contents of pardon files in the possession of the Department of Justice when the disclosure is required by law or the ends of justice. Additionally, this office would confirm that a specific individual has applied for or was granted or denied pardon.

The President and his immediate staff are not subject to the constraints of the Freedom of Information and Privacy Acts. Accordingly, while pardon-related documents in the possession of the White House traditionally have not been made public, they may be legally disclosed at the discretion of the President. In addition, pardon-related documents retained by the White House at the end of a presidential administration will become part of the President's official library, where they become subject to the disclosure provisions of the Presidential Records Act.

## Answer questions as accurately and as fully as you can, to the best of your knowledge.

Making any intentionally false statements of material facts may be a reason for denying your petition. In addition, the knowing and willful falsification of a document submitted to the government may subject you to criminal punishment, including up to five years' imprisonment and a \$250,000 fine. See 18 U.S.C. §§ 1001 and 3571.

## **Public Burden Statement**

This collection meets the requirements of 44 U.S.C. § 3507, as amended by the Paperwork Reduction Act of 1995. We estimate that it will take 180 minutes to read the instructions, gather the relevant materials, and answer questions on the form. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Attn: Office of the Pardon Attorney, U.S. Department of Justice, Attn: OMB Number 1123-0016, RFK Building, 950 Pennsylvania Avenue, N.W., Washington, D.C. 20530. The OMB clearance number, 1123-0016, is currently valid. PARDON may not collect this information, and you are not required to respond, unless this number is displayed.

**Note: Nothing in this application or instructions is legal advice.**

## A. Background Information

### a. Applicant information

#### Full name:

\_\_\_\_\_  
First name Middle name (if you have one) Last name

If different, full legal name at time of conviction:

\_\_\_\_\_  
First name Middle Name (if you have one) Last name

\_\_\_\_\_  
Other names (married, maiden, aliases, etc.)

\_\_\_\_\_  
Social security number

\_\_\_\_\_  
Date of birth (Month, Day, Year)

\_\_\_\_\_  
Country where you were born

\_\_\_\_\_  
City and state where you were born

\_\_\_\_\_  
Parent #1's full name (including maiden name)

**Citizenship:**  U.S. citizen by birth

U.S. naturalized citizen

\_\_\_\_\_  
Parents #2's full name (including maiden name)

\_\_\_\_\_  
Other nationality

### b. Contact information

\_\_\_\_\_  
Street address Apartment/Unit City, State Zip code

Email is the best way to contact you. If you do not have email, you can give the email of a person you trust, or your phone number. If an attorney is helping you, also give their information:

\_\_\_\_\_  
Your email address or email of a trusted person

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Attorney's name

\_\_\_\_\_  
Attorney's email address and phone number

### c. Previous applications

**Have you applied for federal commutation or pardon before?**  Yes Date applied (month/year): \_\_\_\_\_

No Date of decision (month/year): \_\_\_\_\_

**d. Gender and race.** This information is for statistical data collection purposes:

**Are you Hispanic or Latino?**

- Yes
- No

**Race** (select all that apply):

- Alaska Native or American Indian
- Black or African American
- White
- Asian
- Native Hawaiian or Other Pacific Islander
- Other

**Gender identity**

- Female
- Male
- Other

**e. Family information.** For this section, it would be helpful to have dates for:

- Your marriage (if applicable)
- Your divorce (if applicable)
- Your children’s birth dates (if applicable)

**Current marital status**

- Civil union/domestic partnership
- Divorced       Married
- Never Married     Separated
- Widowed

**Current spouse / partner information, if applicable:**

\_\_\_\_\_  
Spouse / partner name

\_\_\_\_\_  
Date of marriage or civil union/domestic partnership

\_\_\_\_\_  
Place of marriage or civil union/domestic partnership

**Child or dependent information, if applicable:**

Full name of child or dependent	Date of birth	Name(s) of other parent(s)	Do you have custody? (Y/N)

**Former spouse or partner information, if applicable:**

\_\_\_\_\_  
Former spouse or partner name

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Date of marriage or civil union/domestic partnership

\_\_\_\_\_  
Date of divorce

\_\_\_\_\_  
Place of marriage or civil union/domestic partnership

\_\_\_\_\_  
Place of divorce

Check here if you are attaching additional pages. Add the section name to the top of each page.



## C. Community Activities

### How have you been involved in your community since your conviction?

“Community” can include family, neighborhood, city, prison community, or organizations and associations. If you have more than three activities, attach additional pages. Some examples are:

- Assisting in extracurricular and education-related activities of children and grandchildren
- Providing support to community members, such as neighbors and family members
- Providing care to an aging relative
- Service with a civic or religious organization or a professional association
- Involvement in the prison community, including as tutor, mentor, or suicide watch companion

If you have not been able to participate in these activities, explain below.

Description of activity	Approximate start and end dates (year to year)

### Who can tell us about your participation in the above activities?

Name(s)	Contact information

**Is there anything you would like us to know about your reasons for engaging in community activities?** If you have not been able to participate in these activities, you can let us know why here.

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## D. Educational and Licensing Opportunities

### What educational or licensing opportunities have you had?

These can be programs you have started or completed, including courses you completed and licenses you earned while incarcerated. Some examples are:

- College correspondence courses
- Associate, bachelor, master programs
- Department of Labor courses
- Certificate programs
- Vocational training
- Commercial driver's license (CDL) courses
- Licenses: cosmetology, real estate, nursing, teaching, welding, electrician, or other

If you need more space, attach additional pages.

School or program name	Subject studied and degree or certification received	Approximate dates attended (month/year to month/year)

License Type	Approximate date issued (year)

We know that people with a criminal record may have trouble getting into educational programs or receiving licenses. If that applies to you, give details here. If you have them, you can attach any denial or decision letters from licensing officials or related documents.

School or program name or license type	Details	Approximate date of denial or when informed not eligible (year)

Check here if you are attaching additional pages. Add the section name to the top of each page.

## E. Places Lived

Where have you lived in the last three years?

We already have your current address from your background information.

- Do not use P.O. Boxes.
- Give apartment/unit numbers.
- Do not leave any gaps in dates.
- If you have lived in more than three places, attach additional pages.

If there were any periods where you did not have housing, you can note that below.

Street address	Apartment /Unit	City, state	Zip code	Approximate dates living there (month/year to month/year)

If you are experiencing homelessness or have in the past, note the dates.

\_\_\_\_\_ (month/year to month/year)

## F. Military Service

Have you served in the military?

Not applicable

\_\_\_\_\_ Dates of service

\_\_\_\_\_ Branch(es)

\_\_\_\_\_ Serial number

\_\_\_\_\_ Type of discharge

**Tell us briefly about your military service.** For example, any tours of duty, time overseas or in active combat, disciplinary sanctions or military criminal proceedings taken against you, commendations or medals awarded to you, or other notable achievements. **If available, attach a copy of your DD-214.**

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Check here if you are attaching additional pages. Add the section name to the top of each page.

## G. Job History

### Where have you worked in the last seven years?

- Include full and part-time jobs
- If applicable, include jobs while incarcerated
- Use approximate dates
- Do not leave any gaps in dates
- If you have had more than three jobs, attach additional pages
- If you are retired, give the approximate date your retirement began in the “Current employer” section

Current employer	Type of business	Position	Month/year started
Employer street address	City, state	Zip code	Supervisor name and phone number

Previous employer name	Type of business	Position	Employer address and phone number	Approximate dates worked (month/year to month/year)

If you are currently unemployed or have been in the past, give the dates and share how you supported yourself during that time.

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If your criminal record has affected your ability to find work, give details here. If you received a rejection letter or termination notice because of your conviction, you can attach a copy.

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Your work history will be reviewed as part of any background investigation. If you have been fired, accused of misconduct at a job, or given an unsatisfactory job performance rating, give details here.

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Check here if you are attaching additional pages. Add the section name to the top of each page.

## H. Sobriety and Substance Use

Have you struggled with substance use?

Not applicable

We know that many people have struggled with substance use and that this can be difficult to discuss. Your honest reflection is helpful to us.

Type of drug or alcohol	How often were you using?	Approximate dates used (month/year to month/year)

If you have been diagnosed with a substance use disorder, give details here.

\_\_\_\_\_

Diagnosis

\_\_\_\_\_

Date of diagnosis (month/year)

Give information on any counseling or treatment you received or rehabilitation program you attended for substance use.

\_\_\_\_\_

Facility/counselor/doctor name

\_\_\_\_\_

When did you attend?  
(month/year to month/year)

\_\_\_\_\_

Street address

\_\_\_\_\_

Suite no.

\_\_\_\_\_

City, state

\_\_\_\_\_

Zip code

\_\_\_\_\_

Phone number

\_\_\_\_\_

Email address

How long have you been sober? \_\_\_\_\_

Days, months, or years

Is there anything else you would like to share about your history with sobriety and substance use?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Check here if you are attaching additional pages. Add the section name to the top of each page.

# I. Financial Information

**Do you have any debts that are late or in default (including child support payments) or do you have any bankruptcy filings?**

We know that criminal convictions may affect some people’s ability to get a job and may carry heavy financial penalties, making it harder to keep up with necessary expenses. We know this can be a hard subject to discuss. Your honest reflection is helpful to us.

- Note: A credit report will be reviewed if a background investigation is started.

Description of debt that is late or in default	Approximately how much is the debt?

Court where bankruptcy filed	Approximate year bankruptcy filed and outcome	Approximately how much debt did you want to discharge?

**Is there anything else you would like to share about your experience with finances since your conviction?**

This may include information on why you are unable to pay the above debts or filed for bankruptcy and any plans to catch up on payments for any debts that are late or in default.

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Check here if you are attaching additional pages. Add the section name to the top of each page.

## J. Case Background and Other Criminal History

### a. Give basic information on the conviction for which you are seeking pardon.

If you are seeking pardon for more than one conviction, attach additional pages.

It is not required, but, if available, sending a copy of these documents with your application will help us review your case more quickly. See cover page for more information.

- Presentence report
- Judgment
- Statement of reasons
- Indictment or Information
- Case docket report

Check here if you are attaching any of these documents.

Did you plead guilty?  Yes  No

Approximate date(s) of offense (month/year to month/year)

Approximate date you were sentenced (month/year)

Court where you were prosecuted (D.C. Superior Court, military court, or name of U.S. District Court)

Case number

Of what were you convicted?

What sentence did you receive? (fill in where applicable)

**Imprisonment:** \_\_\_\_\_  
Prison sentence (months or years)

Approximate date you were released from prison, community confinement, or home detention (month/year)

**Probation or supervised release:** \_\_\_\_\_  
Sentence for probation or supervised release (months or years)

Approximate date you completed your term of probation or supervised release (month/year)

**Financial penalties:** \_\_\_\_\_  
Assessment amount      Fine amount      Restitution amount





## K. Certification and Personal Oath

I certify, under penalty of perjury, that all information in my petition and any document submitted with it were given or authorized by me and that I reviewed and understand the information contained in, and submitted with, my petition. I further certify, under penalty of perjury, that all the information I gave in the application is complete, true, and correct to the best of my knowledge, information, and belief.

In petitioning the President of the United States for pardon, I do solemnly swear that I will be law-abiding and will support and defend the Constitution of the United States against all enemies, foreign and domestic, and that I take this obligation freely and without any mental reservation whatsoever.

Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ .  
Day Month Year

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Your signature

# L. Authorization for Release of Information

**Carefully read this authorization, and if you agree, sign and date in ink.**

I authorize any investigator, special agent, or other duly accredited representative of the Federal Bureau of Investigation, the Department of Defense, and any other authorized Federal agency, to obtain any information relating to my activities from schools, residential management agents, employers, criminal justice agencies, retail business establishments, courts, or other sources of information. This information may include, but is not limited to, my academic, residential, achievement, performance, attendance, disciplinary, employment history, criminal history, arrest, conviction, including the presentence investigation report, if any, medical, psychiatric/psychological, health care, and financial and credit information.

I understand that, for financial or lending institutions and certain other sources of information, a separate specific release may be needed (pursuant to their request or as may be required by law), and I may be contacted for such a release at a later date.

I further authorize the Federal Bureau of Investigation, the Department of Defense, and any other authorized Federal agency, to request criminal record information about me from criminal justice agencies for the purpose of determining my suitability for a government benefit.

I authorize custodians of records and sources of information pertaining to me to release such information upon request of the investigator, special agent, or other duly accredited representative of any Federal agency authorized above regardless of any previous agreement to the contrary. I understand that the information released by records custodians and sources of information is for official use by the Federal Government only for the purposes of processing my application for a government benefit, and may be redisclosed by the Government only as authorized by law.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is valid and shall remain in effect so long as I am under consideration for federal clemency.

<i>Signature (sign in ink)</i>		
<i>Full Name (type or print legibly)</i>		<i>Date Signed</i>
<i>Other Names Used</i>		
<i>Street Address</i>		
<i>City</i>	<i>State</i>	<i>ZIP Code</i>
<i>Home Telephone Number (include area code)</i>		<i>Social Security Number</i>

# M. Letter of Support

Primary reference (select exactly 3)

on behalf of \_\_\_\_\_  
Name of petitioner

I certify that I have personally known the petitioner for \_\_\_\_\_ years and am not related to petitioner by blood or marriage.

### In support of this pardon petition, I state the below:

NOTE: The information below should be based on your personal knowledge of the petitioner. Helpful information includes:

- How you know the individual,
- What you know of their reputation and conduct since their conviction, and
- Their personal and professional activities, including at work, at home, and in the community.

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Check here if you are attaching additional pages.

**I affirm that the above information is true and correct to the best of my knowledge, information, and belief.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Email address

# M. Letter of Support

Primary reference (select exactly 3)

on behalf of \_\_\_\_\_  
Name of petitioner

I certify that I have personally known the petitioner for \_\_\_\_\_ years and am not related to petitioner by blood or marriage.

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Check here if you are attaching additional pages.

**I affirm that the above information is true and correct to the best of my knowledge, information, and belief.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Email address

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Primary reference (select exactly 3)

on behalf of \_\_\_\_\_  
Name of petitioner

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Check here if you are attaching additional pages.

**I affirm that the above information is true and correct to the best of my knowledge, information, and belief.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Email address

# N. Application Checklist

## 1. Gather the following information.

### Required

- Application form (pages 6-17)
- Signed certification and personal oath (page 18)
- Signed and completed Authorization for Release of Information form (page 19)
- 3 signed letters of support from non-relatives (pages 20-22)  
*Note: You MUST select exactly 3 as your primary letters*

### Optional

- Official records: presentence report, judgment, statement of reasons, indictment or information, or court docket record
- Personal records supporting answers
- Additional pages to complete answers
- Additional pages with any information you feel would make your application stronger.

## 2. Submit your application.

*NOTE: Keep a copy of everything you submit for your personal records*

### For general pardon applications

The fastest way to submit your application is by email. If you send it by mail, it may take longer to process.

#### By email

Email documents in PDF or Word format to [USPardon.Attorney@usdoj.gov](mailto:USPardon.Attorney@usdoj.gov)

#### By mail

U.S. Dep't of Justice, Office of the Pardon Attorney  
950 Pennsylvania Avenue, N.W.  
Washington, D.C. 20530

### For pardon of a general court-martial conviction only

Submit your application to the Secretary of the military department that had original jurisdiction in your case:

#### U.S. Army:

Secretary of the Army  
Department of the Army  
ATTN: OTJAG-CLD  
Pentagon  
Washington, DC 20310

#### U.S. Navy/U.S. Marine Corps:

Office of the Judge Advocate  
General  
Criminal Law Division (Code 20)  
1254 Charles Morris Street S.E.  
Suite B01  
Washington Navy Yard, D.C. 20374

#### U.S. Air Force:

Secretary of the Air Force  
Attention: AFLOA/JAJR  
1500 W. Perimeter Road  
Suite 1170  
Joint Base Andrews,  
Naval Air Facility, MD 20762

*NOTE: Pardon of a military offense will not change the character of a military discharge.*

### 3. Keep your contact information updated.

We will need to reach you during the pardon process. If your contact information changes, email us at [USPardon.Attorney@usdoj.gov](mailto:USPardon.Attorney@usdoj.gov) or send a letter to our mailing address.

The application process:

1. **Confirmation letter** – We will send an email or letter letting you know we received your application and if it is missing any parts. If you have not received a confirmation after **three months**, email [USPardon.Attorney@usdoj.gov](mailto:USPardon.Attorney@usdoj.gov) (preferred) or send a letter to our mailing address. You can check the status of your case on the Pardon Attorney’s website: [justice.gov/pardon/search-clemency-case-status](https://justice.gov/pardon/search-clemency-case-status).
2. **Follow-up letters** – It may take some time for review of your application to start. During the review, we may need more information or updates to your application. If we do, we will contact you by email (preferred) or mail.
3. **Background investigation** – During the review of your application, a background investigation may be necessary. The investigation is conducted by agents of the Federal Bureau of Investigation (FBI). We will let you know by email (preferred) or mail if we have asked for a background investigation. It may include interviews of you, the people who wrote your letters of support, neighbors, former and present employers, acquaintances, and other individuals who may be able to give relevant information about you. The agent will be discreet and make reasonable efforts not to disclose the reason for the investigation, but we cannot guarantee that those interviewed will not learn that you are seeking pardon for a past criminal conviction.
4. **Notification of final decision** – You will be notified when a final decision is made by the President. This may take years. No hearing will be held and there is no appeal from the President’s decision to deny a request for pardon.
5. **Reapply** – If your pardon request is denied, you may reapply two years after the date of the denial.