



9 STEPS TO APPLYING FOR A PARDON

If an individual has completed all his/her sentences and he/she meets the new eligibility requirements, he/she may submit an application by following these steps:

Step 1

Criminal Record (Convictions, Conditional and Absolute Discharges) from the RCMP in Ottawa, and if required, your Proof of Conviction documents.

Step 2

Court Information, if required, using the "Court Information Form" in the Application Guide. Applicants will need to provide proof of payment of fines, victim surcharges, restitution, and compensation, as well as the payment date for any monetary penalty regardless of disposition date. Please note the method of trial is important because it firstly determines eligibility and secondly determines the level of processing once received by the Board.

Step 3

Military Conduct Sheet (current and former members of the Canadian Forces only.)

Step 4

Local Police Records Check(s) using the form in the guide. Applicants will be required to provide local police record checks for the last 5 years, for each address they lived at for a period of 3 months or more.

Step 5

Proof of Citizenship or Immigration Documents (if born outside of Canada).

Step 6

Photocopy of a document to support identification

Step 7

Fill in the "Application Form" from the guide (all questions must be answered).

Step 8

Additional information required where the applicant describes why he/she is applying for a pardon. If the offence was a summary conviction (except for a sexual offence), this step is not necessary (go to step 9).

Step 9

Complete the checklist in the guide and mail in the application and documents with the appropriate application processing fee.