



**LOUISIANA BOARD OF PARDONS
AND COMMITTEE ON PAROLE**

**Number: 02-205-POL
Date: February 24, 2025
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BOARD POLICY

SUBJECT: APPLICATION FILING PROCEDURES
PURPOSE: To establish procedures for filing an application for clemency
AUTHORITY: LAC Title 22, Part V, Chapter 2; La R.S. 15:572
REFERENCE: ACA Standard 2-101; Board Policy 02-209-POL, "Hearings Before the Board of Pardons"

POLICY:

It is the policy of the Board of Pardons to consider only those applications for clemency that conform to the procedures outlined in this board policy. An Application for Clemency form shall be made available on the Board's webpage at doc.la.gov. No application shall be considered by the Board until it deems the application to be complete in accordance with this policy.

PROCEDURES:

A. All Applicants

- 1) Every application must be submitted on the form approved by the Board of Pardons and posted on the Board's webpage at doc.la.gov. The answers on the application must be typed or printed in ink. If the application is illegible, it will be returned and will not be processed.
- 2) It is the applicant's responsibility to submit a complete application. The application will not be processed until it is complete. If any required information does not apply, the response should be "N/A." If, after receipt of the application, it is determined incomplete, the applicant will be notified about the missing information.
- 3) Each answer must be answered fully, truthfully, and accurately. The submission of any false information is grounds for immediate denial of the application.
- 4) Additional relevant documentation may also be attached, including letters of support on behalf of the applicant, military DD-214 if applicable, and other attachments that the applicant would like to include. (See also section "B." below for required documentation.)

- 5) The mailed application must be filled out completely, signed, dated, and notarized where required.
 - 6) The online application must be digitally signed and submitted through the webpage.
- B. In addition to the information submitted by application, the following required documents must be attached as they apply to each applicant:
- 1) **Incarcerated Applicants**—Any applicant presently confined in any facility must attach a current master prison record, the signature of a classification officer verifying the applicant's conduct in the appropriate section of the application, and a copy of the conduct summary report. Applicants sentenced to death must attach proof of direct appeal denial. (See also Board Policy 02-207, "Capital Cases.")
 - 2) **Parolees** – Applicants who have completed parole supervision must attach:
 - a A copy of their parole certificate (see also Board Policy 02-201, “Types of Clemency); and
 - b A certified judgment and sentence on each conviction for which they are applying for a pardon; and
 - c A certified statement from the Clerk of Court that all fines, fees, and court costs (including restitution and parole fees) have been paid in full; and
 - d A current credit report (current within 90 days of the date of application); and
 - e Proof of income; and
 - f Proof of residence.
 - 3) **Probationers** – Applicants who have completed their period of probation must attach:
 - a A certified copy of sentencing minutes or copy of automatic first offender pardon; and
 - b A certified judgment and sentence on each conviction for which they are applying for a pardon; and
 - c A certified statement from the Clerk of Court that all fines, fees, and court costs (including restitution and probation fees) have been paid in full; and
 - d A current credit report (current within 90 days of the date of application); and
 - e Proof of income; and
 - f Proof of residence.
 - 4) **First Offender Pardons [R.S. 15:572 (B)]** – Any applicants who have ever received an Automatic First Offender Pardon must attach a certified copy.

- C. No additional information or documents may be submitted until the applicant has been notified that he or she qualifies for a hearing. The Board of Pardons will not be responsible for items submitted prior to notification that a hearing will be scheduled.
- D. **Reapplication upon Denial** – Any applicant denied by the Board shall be notified in writing of the reason(s) for the denial and thereafter may file a new application as indicated below.
- 1) Applicants with a life sentence may reapply five years after the initial denial and every five years thereafter. The applicant must also meet the criteria stated in §203.C.3.-4d.
 - 2) Applicants without a life sentence may reapply five years after the initial denial and every two years thereafter. If incarcerated, the applicant must also meet the criteria stated in §203.C.1-2.d.
 - 3) **Fraudulent Documents or Information** – Any fraudulent documents or information submitted by an applicant will result in an automatic denial by the Board, and no new application will be accepted until five years have elapsed from the date of the letter of denial.
 - 4) **Governor Granted Clemency** – The governor’s office will notify an applicant if any clemency is granted. Any otherwise eligible person who has been granted any form of executive clemency by the Governor may not reapply for further executive clemency for at least five years from the date that such action became final.
 - 5) **Denial by Governor after Favorable Recommendation**—The Board shall notify an applicant after receiving notification from the Governor that the Board’s favorable recommendation was denied. If the applicant is denied by the Governor, the applicant may not reapply for clemency for at least five years from the date of the denial. The application filing procedures in A through C listed above shall apply.
- E. **Hearing Granted/Advertisement in Local Journal** – After notice to an applicant that they are qualified for a hearing, the applicant must provide the Board of Pardons office with proof of advertisement within 90 days from the date of the notice. The advertisement must be published in the official journal of the parish where the offense occurred. This ad must state:
“I (applicant's name), (DOC number), have applied for clemency for my conviction of (offense). Please send any comments to PardonBoard@la.gov or call (225) 342-5421.”
- F. At this stage of the process, along with the proof of advertisement published in the local journal, the applicant may submit additional information (e.g., letters of recommendation and copies of certificates of achievement and employment/residence agreement).

SHERYL M. RANATZA, CHAIRMAN

**Signature on file*

This policy replaces and supersedes Board Policy 02-205-POL, “Application Filing Procedures,” dated March 20, 2021.