

# ARIZONA BOARD OF EXECUTIVE CLEMENCY

JANICE K. BREWER  
GOVERNOR



ELLEN KIRSCHBAUM  
CHAIRMAN

## COMMUTATION OF SENTENCE APPLICATION (A.R.S. 31-411 (H) (I) (1), AND A.R.S. 13-603(L))

A commutation of sentence reduces a sentence, either totally or partially, that is then being served, but it does not change the fact of conviction, imply innocence, or remove civil liabilities that apply to the convicted person as a result of the criminal conviction.

FORWARD THIS APPLICATION DIRECTLY TO: ARIZONA DEPARTMENT OF CORRECTIONS, TIME COMPUTATION UNIT, 1601 West Jefferson, Phoenix, Arizona 85007. Please list current offense(s) to be considered for Commutation of Sentence. Applicant must have served a minimum of two (2) years on his/her current offense(s) and is not within one (1) year of his/her parole eligibility or mandatory release date for sentences more than 3 years. Exceptions to this are special orders by the court (A.R.S. 13-603), or sentences of three (3) years or less (see policy subsection C), or imminent danger of death. Future sentences (consecutive terms) will not be considered for reduction.

### HOW TO PREPARE AND SUBMIT THIS COMMUTATION APPLICATION:

1. Carefully review the applicable Arizona Revised Statutes, this Arizona Board of Executive Clemency's Commutation of Sentence Application and the Department of Corrections procedures before submitting this application.
2. All applications should be submitted in blue or black ink if hand written.
3. Review all the questions in this application before you begin filling in the various sections. Obtain the necessary information to complete each question. Answer each question or section truthfully and completely. *If you need more space, please continue your comments on another piece of paper and label each section on that paper so your answers will be complete when reviewed.* Failure to answer any questions or section in this application may deem the application incomplete. Any application incomplete will be returned to its originator with no action being taken by the Board.
4. List current offense(s) to be considered for Commutation of Sentence. An applicant must have served a minimum of two (2) years on his/her current offense(s) and must not be within one (1) year of his/her parole eligibility or mandatory release date for sentences of 3 years to be deemed eligible. **Exceptions** to this are special orders by the court (A.R.S. 13-603L), sentences of three (3) years or less (see policy subsection C), or imminent danger of death commutation application.
5. Future sentences (consecutive sentences) will not be considered unless application qualifies under the "imminent danger of death" statutory provision.
6. The filing of or our acceptance of an application for a commutation of sentence does not imply or guarantee that the Board of Executive Clemency will recommend any applicant to the Governor for consideration.

## APPLICATION FOR AN ARIZONA GOVERNOR’S COMMUTATION OF SENTENCE

Please type (strongly preferred) or print legibly in ink the answers to the following questions. If the space for any answer is insufficient, please continue the answer on another sheet of paper and label the corresponding section that you are continuing.

Each question must be answered fully, truthfully, and accurately.

**An incomplete application may be returned without action. Any omission or falsification may constitute grounds for denial.**

SECTION 1: APPLICANT INFORMATION			
Last Name	First Name	Middle Name	
ADC Number:			
<input type="checkbox"/> Imminent Danger of Death: Check this box if you are applying for a Commutation of Sentence based on Imminent Danger of Death.			
<p><b>*The Board of Executive Clemency will consider only those applications, under this provision, that are certified and deemed eligible by the Department of Corrections and which have attached to it confirmation of medical status from the Arizona Department of Corrections Health Services Unit.</b></p> <p><b>“IMMINENT DANGER OF DEATH”</b> means that an applicant has been examined by a medical doctor and that doctor has diagnosed the applicant as suffering from a medical condition which, in the doctor’s professional medical opinion, will to a reasonable medical certainty result in the applicant’s death within six (6) months. Imminent Danger of Death shall only apply for those applicants that are currently incarcerated.</p>			
Date of Birth:	Place of Birth	Gender	<input type="checkbox"/> Male  <input type="checkbox"/> Female
Facility & Unit Location:		Classification:	
Do you have any detainer(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No		List Authority: (INS, County, City, State etc.)	

**SECTION 2: SENTENCE(S) SEEKING COMMUTATION**

List Each Sentence That You Are Requesting To Have Commuted

Cause No./Count	Committing Offense (Do Not Use A.R.S. Statute)	Sentence Received	Exact Years and/or Months Request to be Reduced from Sentence
1.			
2.			
3.			
4.			
5.			

**SECTION 3: FAMILY INFORMATION**

Current Marital Status:	<input type="checkbox"/> Single	<input type="checkbox"/> Divorced	<input type="checkbox"/> Widow
	<input type="checkbox"/> Married	<input type="checkbox"/> Separated	<input type="checkbox"/> Widower
How Many Biological Children?			
_____ Sons			
_____ Daughters			

**Please list living members of your family (Legal Spouse, Children, Mother, Father, Brothers & Sisters):**

Name:	Age:	Relationship:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**SECTION 4: COMMUTATION APPLICATION HISTORY**

Have you applied for a Commutation in the past?       Yes       No

If yes, please state the month(s) and year(s) you applied:

What sentence(s) did you apply for:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Was a commutation recommended to the Governor?  
 Yes    No

If yes, did you receive a decision?  
 Yes    No

If yes, what was the decision?

**SECTION 5: SENTENCE(S) SEEKING COMMUTATION**

**List Each Sentence That You Are Requesting To Have Commuted**

Cause No./Count	Committing Offense (Do Not Use A.R.S. Statute)	Sentence Received	Exact Years and/or Months Request to be Reduced from Sentence
1.			
2.			
3.			
4.			
5.			





**If you agreed to a plea bargain, why are you now asking the Board to recommend the Governor modify the agreement you made with the Court?**


**In your own words, how have you changed since your criminal activity?**


**Why should the Board believe that you will remain crime free if released earlier?**


**Since your incarceration, what has been your most significant achievement? Why?**




What are the specific factors you would relay to the Governor to justify that you are deserving of a commutation of sentence?


**SECTION 8: CRIMINAL HISTORY**

List all felony and misdemeanor (excluding traffic violations except DUI) convictions as an adult. **Please note the conviction(s) for which you are seeking a commutation.** List your most recent conviction below, working back until all your convictions are listed. *If you need more space, please attach an additional page.*

Date	Crime	Sentence

**SECTION 9: Substance Abuse and Treatment Information**

1. Have you ever been addicted to or abused alcohol or drugs of any type?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Were drugs or alcohol involved in the offense that you are seeking commutation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you used drugs or alcohol during your incarceration?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Do you consider yourself in recovery now?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. How long have you been in recovery and how do you maintain?	
6. List any substance abuse programming and dates of attendance that you have completed while incarcerated on this sentence?	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

**Section 10: Inmate Discipline Record**

List any and all disciplinary write-ups and outcomes you have received in the last five years. Include all minors and majors.

<b>Discipline (Note if Major or Minor)</b>	<b>Explanation</b>

**Section 11: POSITIVE ACCOMPLISHMENTS  
INMATE WORK HISTORY**

1. What is your current work assignment and how long have you been in this assignment?
2. If you are not working, please explain.

**INMATE PROGRAMMING**

1. List any and all inmate education classes and/or inmate programs you have completed in the last 3 years.

**INMATE RELEASE PLAN**

1. If the Board recommends a commutation of sentence to the Governor, what is your release plan?

**COMMUTATION OF SENTENCE APPLICATION  
SIGNATURE PAGE**

FORWARD THIS APPLICATION DIRECTLY TO: ARIZONA DEPARTMENT OF CORRECTIONS, TIME COMPUTATION UNIT, 1601 West Jefferson, Phoenix, Arizona 85007. Please list current offense(s) to be considered for Commutation of Sentence. Applicant must have served a minimum of two (2) years on his/her current offense(s) and is not within one (1) year of his/her parole eligibility or mandatory release date for sentences more than 3 years. Exceptions to this are special orders by the court (A.R.S. 13-603), or sentences of three (3) years or less (see policy subsection C), or imminent danger of death. Future sentences (consecutive terms) will not be considered for reduction.

I completed this application with no assistance.       Yes    No

If you answered no, please provide the following information:

Name of individual/group that assisted you in completing this application:

\_\_\_\_\_

Relationship: \_\_\_\_\_

Reason for assistance: \_\_\_\_\_

\_\_\_\_\_

This is to certify that I have applied for a Governor's commutation of sentence with the Arizona Board of Executive Clemency and have completed this application fully, truthfully, and accurately.

\_\_\_\_\_  
**Applicant Signature**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_