



Terry E. Branstad
GOVERNOR

OFFICE OF THE GOVERNOR

Kim Reynolds
LT. GOVERNOR

Application for Special Restoration of Citizenship Rights (Firearms) and Pardon

General Information:

The Governor has the authority to grant executive clemency for all offenses except treason and cases of impeachment, subject to such regulations as may be provided by law. Except for the restoration of the right to vote and hold public office, the Governor does not grant executive clemency for any conviction received in federal court or the court of another state.

Pardon: A full and unconditional Pardon restores all citizenship rights (right to vote, hold public office and firearm rights) and relieves an offender from further punishment imposed by reason of a conviction of a criminal offense. Although a Pardon will be placed on your criminal background check, it will not erase or expunge the record of conviction.

Special Restoration of Citizenship (Firearm Rights): A Special Restoration of Citizenship (Firearm Rights) restores the right of a person who has been convicted of a non-forcible felony to possess a firearm under state law.

Eligibility:

1. **Timing:** It is the general policy of the Office of the Governor to require at least five (5) years to pass from the date that a person is discharged from their sentence before applying for a Special Restoration of Citizenship (firearm rights) and at least ten (10) years to pass from the date of discharge to apply for a Pardon.
2. **Convictions in an Iowa State Court:** Individuals *may* apply for a Special Restoration of Citizenship (Firearms) or a Pardon to the Office of the Governor of Iowa.
3. **Conviction in Federal Court:** Individuals *shall not* apply for a Special Restoration of Citizenship (Firearms) or a Pardon to the Office of the Governor of Iowa if they were convicted in federal court. Instead, individuals may apply to the U.S. Pardon Attorney.
4. **Convictions outside of Iowa:** Individuals convicted of a crime outside of the State of Iowa shall not apply for a Pardon Special Restoration of Citizenship (firearm rights) to the Governor of Iowa if they were convicted in an out-of-state court. Instead, the individual may apply to the Governor of the State that the individual received their conviction or to the U.S. Pardon Attorney if it was a federal crime.
5. **Misdemeanor convictions in Iowa for Domestic Abuse:** Federal law prohibits individuals convicted of misdemeanor domestic abuse from having their firearm rights restored by the Governor.

Process:

This application is for a Pardon or Special Restoration of Citizenship (firearm rights) only. If you seek to (1) apply to have your voting rights restored, you must fill out the one-page Streamlined Application for Restoration of Citizenship Rights (Right to Vote and Hold Public Office) or (2) apply for a commutation, you must fill out the Commutation of Life Sentence Application. The process may take up to approximately two (2) years from the date you submit your application to the Board of Parole. Each application is reviewed. Then, the application may be forwarded to the Division of Criminal Investigation (DCI) for a full review. Additionally, you and other individuals you know may be contacted to verify the information provided is correct. The Iowa Board of Parole reviews your application and submits a nonbinding recommendation to the Governor. Finally, the Governor reviews the completed applications and the Iowa Board of Parole's recommendation and then notifies each applicant of the Governor's final decision.

Instructions:

- **Step 1** **Complete and sign application**
 - Make sure you complete the entire application and follow all of the steps below. See the Frequently Asked Questions (FAQs) for additional information.

- **Step 2** **Sign and date the Release attached to the application.**
 - You may use additional paper for a question and attach it to the application if necessary.

- **Step 3** **Enclose Proof of payment of court costs, fines, and restitution**
 - Submit documentation of your court costs, restitution and fines. Court costs, restitution and fines must be completed before applying for a Pardon or Special Restoration of Citizenship (firearm rights).
 - You may obtain your financial history by going to the Iowa Courts Online, entering your name, selecting your case and selecting [Financial].
You may find the website at: <https://www.iowacourts.state.ia.us/ESAWebApp/TrialSimpFrame>

- **Step 4** **Enclose of current resume or a written list of your work history**

- **Step 5** **Enclose a Current Iowa Criminal History Record**
 - You may call the Iowa Division of Criminal Investigations at 515/725-6066 to obtain your Iowa Criminal History or obtain a request form at:
<http://www.dps.state.ia.us/DCI/supportoperations/crimhistory/RequestFrom.pdf>.

- **Step 6** **Enclose a Credit History**
 - You must submit a personal credit report from one reporting agency with your completed application. To request a credit history, you may contact:
Annual Credit Report Request Service
P.O. Box 1058281
Atlanta, Georgia 30348-8228
Phone: (877)322-8228
Website: www.annualcreditreport.com

- **Step 7** **Enclose a list of three references (individuals who are not relatives) with their names, current address and phone number**

- **Step 8** **Enclose Letters of Recommendation**
 - Provide letters of recommendation from the following people at the time you submit your application:
 1. Prosecuting Attorney in your case
 2. Sentencing Judge in your case
 3. County Sheriff in your case or where you reside
 4. Minister (if applicable)
 5. Present and former employer(s)
 6. Other reputable persons in the community who can attest as to your moral character
 - If you are unable to obtain letters of recommendations from any of the individuals listed in numbers 1-6 due to factors beyond your control (retirement, relocation, deceased, etc.) you must submit an explanation on your application as to the absence of each of a letter from each individual.
 - Letters of recommendation must reference the letter writer is aware you are seeking executive clemency.

- **Step 9** **Make a copy of the application and materials submitted for your records.**

- **Step 10** **Place the information from Steps 1 - 6 into an envelope and mail it to:**
Executive Clemency Coordinator
Iowa Board of Parole
510 East 12th Street, Suite 3
Des Moines, Iowa 50319

Application for Executive Clemency - Pardon and Special Restoration of Citizenship (Firearm Rights)

TO: Terry E. Branstad, Governor of Iowa. You must check at least one of the following:
I hereby make application for: _____ Special Restoration of Citizenship (Firearm Rights)
_____ Pardon

I. Background Information

- 1. Name: _____ Sex (circle one): Male/ Female
- 2. _____ (____) _____ - _____
Street City State Zip Code Cell Phone (or number best reached at)
- 3. Date of Birth: _____ Social Security Number: _____ U.S. Citizen (circle one): Yes/ No

II. Crime

- 4. Crime/Offense: _____ Classification of Crime (i.e.: Class D felony): _____
- 5. County of Conviction: _____ Sentence Received (i.e.: 5-years prison and \$100 fine): _____
- 6. Date of Crime (Month/Day/Year): _____ Date of Conviction (Month/Day/Year): _____
- 7. Date you discharged your sentence (Month/Day/Year): _____
- 8. Describe in your own words the facts concerning the crime for which you were convicted. _____

- 9. Restitution ordered: _____ Amount paid: _____
Court Costs ordered: _____ Amount paid: _____
Fine ordered: _____ Amount paid: _____

III. Additional Crimes

- 10. Have you ever been **arrested, charged and/or convicted** of an offense at any other time (Include deferred judgments and Juvenile records) (This includes all offenses/crimes except speeding or parking tickets). (circle one): Yes/ No
- 11. If the answer to Question #13 is yes, provide the following information for **each** offense. (Attach additional sheets if needed.)
Crime/ offense: _____
Date of offense: _____ Date of conviction: _____ Date of Discharge: _____
Sentence received: _____ County and state where convicted, arrested and/or charged: _____
- 12. Describe in your own words the facts concerning the crime for which you were arrested, charged and/or convicted: _____

- 13. Restitution ordered: _____ Amount paid: _____
Court Costs ordered: _____ Amount paid: _____
Fine ordered: _____ Amount paid: _____
- 14. Have you had more than five speeding tickets in the past 5 years? (Circle one): Yes/No. If you answered "Yes," list the dates, fine, date each fine was paid, and outcome (ie: license suspended). _____

IV. Drug and Alcohol Abuse

- 15. Have you ever been addicted to or abused alcohol or drugs of any type? (Circle one): Yes/ No. If you answered "Yes," explain what your addiction was, the dates of addiction or abuse, description of the help you received and how long you have been sober: _____

V. Firearms

- 16. Did you lose your firearm rights as a result of your conviction? (Circle one): Yes/ No. If you answered "Yes," have you controlled, possessed, received, or transported a firearm since your conviction? (Circle one): Yes/ No.
If you answered "Yes," explain the circumstances: _____

VI. Family Information

- 17. Are you currently married? (circle one) Yes/ No. If you answered "Yes," list your spouse's name, address and phone number: _____
- 18. Have you been divorced? (Circle one): Yes/No. If you answered "Yes," list the name(s) and present address(es) of any previous spouse(s) and date(s) of divorce or separation: _____
- 19. Do you have any children? (Circle one): Yes/No. If you answered "Yes," list the names and ages of your children: _____
- 20. Are you ordered to pay alimony or child support? (Circle one): Yes/ No. If "Yes," state the amount of alimony or child support you are presently paying and whether you are current on your payments: _____

VII. Previous Applications

- 21. Have you made a previous application for either Pardon or Special Restoration of Citizenship (firearm rights)? (Circle one): Yes/ No. If you answered, "Yes," list the date of application(s) decision: _____
What was the outcome? (Circle one): Granted/ Denied. If you were denied, state the explanation you were given for your denial: _____

VIII. Financial, Taxes

- 22. Have you filed federal and state income tax returns for each year for the last five years? (Circle one): Yes/No. If you answered, "No," list which returns(s) you did not file and why: _____
- 23. Have you ever filed for personal bankruptcy (Chapter 7, Chapter 11, or Chapter 13)? (Circle one): Yes/No. If you answered, "Yes," to the previous question, please explain: _____

IX. Employment (Please make sure a current resume with the dates of your employment is attached to your application).

- 24. List the address, phone number and supervisor's name of your current employer: _____

X. Education

- 25. Education: List the name of the school you attended, year of graduation, and degree received (if applicable for the following) (i.e.: College: University of Iowa, 1999, B.S.):
High School: _____ Community college: _____
College: _____ Post-college: _____

XI. Service, Volunteerism and Awards

- 26. Military service: Have you served in the military? (Circle one): Yes/No. If you answered, "Yes," please list which branch of the military you served in, dates you served, and whether you received an honorable or dishonorable discharge: _____
- 27. List all honors, awards or achievements in which you have accomplished since your conviction: _____
- 28. List all community service or volunteer service projects that you have participated in since your conviction: _____
- 29. State why you believe you are deserving of a Pardon or Special Restoration of Citizenship (firearm rights). _____

I certify, under the penalty of perjury, that my application is true and complete.

Signature of Applicant

Print Name of Applicant

RELEASE

**YOU MUST SIGN AND DATE THIS RELEASE FORM
OR YOUR APPLICATION WILL NOT BE PROCESSED**

I, _____, the undersigned applicant for executive clemency to the Governor of the State of Iowa, do hereby authorize any and all persons, firms, or corporations, to release any and all information or documents they may now have or hereinafter receive concerning me.

I authorize the release of said information to the Governor of the State of Iowa, his designee or agent. In granting this release, it is my understanding that the information or documents obtained will be used for the sole consideration of my application for executive clemency.

I further forever hold blameless those persons, firms, corporations and the Office of the Governor, who by virtue of this consent may release information as requested.

A photocopy or electronic reproduction of this release form will be valid as an original, even though said photocopy does not contain an original writing of my signature.

I have read fully and understand the contents of this application and the authorization for release of personal information.

Signature of Applicant

Print Name of Applicant

Date of Application:
