

RESTORATION OF FIREARM RIGHTS

NOTICE TO APPLICANT

Please read the application instructions carefully, and complete the application accordingly.

Submission of incomplete applications or applications that do not comply with instructions may result in the Board's Clemency Section soliciting you in writing for the correct documentation.

Failure to comply with instructions will delay processing.

For your records, make copies of all documentation that you submit to the Board's Clemency Section

Due to the inability to retain records for extended time periods for incomplete applications, we are advising you NOT to provide originals of personal items, including but not exclusive to photos, transcripts, birth and other certificates, achievement awards, licenses, literature, social security and other identification cards or items, notebooks or binders, and clemency proclamations. You may in lieu of originals provide copies of these documents with your submitted application.

RESTORATION OF FIREARM RIGHTS

INSTRUCTIONS & CHECKLIST

Mail completed applications to: TEXAS BOARD OF PARDONS AND PAROLES
ATTN: CLEMENCY SECTION
8610 SHOAL CREEK BLVD.
AUSTIN, TX 78757

1. Submit a completed application form. Please respond to **all** items. If necessary, use “N/A,” “Unknown,” “None,” or “Do not remember.”
2. Applications must be typed or printed legibly in **black or blue** ink.
3. Compliance with Board Rule 143.12. Restoration of Firearm Rights.
4. Provide a copy of a previously granted full pardon. This application is intended for use only by persons who have been previously granted a full pardon and wish to apply for a Restoration of Firearm Rights connected to the pardon which has been granted. If you are requesting Restoration of Firearm Rights for a conviction(s) without a prior Governor’s grant of a Full Pardon, do not complete this application form. You will need to request a Full Pardon application from our office.
5. **Provide a letter from an employer or potential employer on their letterhead that explains the need to have firearm rights restored in order to gain or maintain employment.**
6. Certified court documentation for each adult criminal arrest. For these purposes, adult is defined as all arrests committed when age 16 or older or when younger than age 16 but certified as an adult. For each criminal offense, acquire from the appropriate law enforcement arresting agency copies of the arrest/offense reports. For complete instructions, refer to page 2 of 2.
7. Complete the attached application form as presented. You may submit attached documents as instructed in the application. Do not alter the presentation of this application either through reformatting or rewriting. Do not bind or staple the application with any other submitted material.
8. The application must be signed and dated by the applicant.
 - **ALL APPLICANTS**, including non-Texas residents, must provide an official criminal history statement from the sheriff of the county of residence.
 - The entire criminal history will be considered for the purposes of this application. References may be contacted to verify information.
 - If the Board recommends restoration of firearm rights, the Governor makes the final decision. The applicant will be notified in writing upon final action.
 - If the Board of Pardons and Paroles or the Governor denies the application, the individual may not file another application before the first anniversary of the date of the denial.
 - Please let us know of any change of address or telephone number.
 - On the Application Page 1 of 6, A. Demographic Information, where asked to provide the applicant’s current name, input the full name as it might appear on a Governor’s proclamation.

PROCEDURES FOR OBTAINING COURT DOCUMENTATION

All court documents must be **CERTIFIED**, whether they originate from the office of the District, County, or Municipal Clerk. Acquire the proper documentation, accordingly:

IF convicted and the judgment included a court ordered **fine** and or **restitution**, furnish a statement from the appropriate clerk confirming the amount paid.

IF convicted and the sentence is probated or deferred, furnish the Complaint/Indictment or Information, Judgment, Sentence and Dismissal.

IF convicted of a misdemeanor resulting in a fine and/or jail time, furnish the Complaint, Judgment and Sentence.

IF arrested and the charge was dropped or dismissed, furnish the charging papers and the Dismissal. If unobtainable, furnish a dismissal or “no formal charge made” statement from the prosecuting attorney.

IF arrested for out-of-state, federal or foreign offense(s) prior to the last Texas conviction, furnish court documentation. If convicted, provide clearance by full pardon from the jurisdiction or show by official source, preferably the court of conviction, that no civil rights were lost.

IF convicted of a felony probation and revoked to the Texas Department of Criminal Justice – Correctional Institutions Division (TDCJ-CID), furnish the Indictment, Judgment and Sentence granting probation and the revocation document(s), and a copy of the TDCJ discharge certificate.

IF convicted of a felony, sentenced to TDCJ-CID and currently on parole or mandatory supervision or on annual report status, or have discharged the sentence, furnish the Indictment, Judgment, Sentence and a copy of the TDCJ discharge certificate. Contact the following office(s) to obtain the appropriate certificate:

TDCJ-CID RECORDS OFFICE
P. O. BOX 99
HUNTSVILLE, TEXAS 77342

or

TDCJ PAROLE SUPERVISION
8610 SHOAL CREEK BLVD.
AUSTIN, TEXAS 78758

PROCEDURES FOR OBTAINING ARREST/OFFENSE REPORTS

For **each** criminal offense, acquire from the appropriate law enforcement arresting agency copies of the arrest/offense reports. These copies of reports do not have to be certified. For offenses involving drugs, please provide copies of laboratory reports.

APPLICATION FOR RESTORATION OF FIREARM RIGHTS TO THE TEXAS BOARD OF PARDONS AND PAROLES

TO THE BOARD OF PARDONS AND PAROLES OF TEXAS:

I hereby request the Board of Pardons and Paroles or its designated agent to file this application for Clemency, to investigate the statements herein made under oath and, if the facts so justify, make a favorable recommendation to the Governor of the State of Texas that Restoration of Firearm Rights, to which I may be entitled under the laws of the State of Texas, be granted.

A. DEMOGRAPHIC INFORMATION

Current full name	Last Name	<input type="checkbox"/> Jr.	<input type="checkbox"/> III	First Name	Full Middle Name
		<input type="checkbox"/> Sr.	<input type="checkbox"/> IV		
Name(s) convicted under					
Race and sex	Race _____		Sex _____		
Date and place of birth	Date of birth _____		Place of birth _____		
Driver's license	State _____		License Number _____		
Alias names (including maiden name, name by former marriage and nicknames), birth dates, social security #'s, etc.					
Current marital status	<input type="checkbox"/> Married – Spouse's Name				
	<input type="checkbox"/> Divorced	<input type="checkbox"/> Separated	<input type="checkbox"/> Single		
Children / support / alimony	I have _____ children under the age of 18 years.				
	I am supporting the following named children under the age of 18 years:				

	I currently pay \$ _____ / month in child support.				
	I currently pay \$ _____ / month in alimony.				

B. ADDRESSES

Current Mailing Address <i>Indicate your current mailing address.</i>		Current Physical Address <i>Provide information even if the physical and mailing addresses are the same.</i>
Number and street _____ Apartment _____		Number and street _____ Apartment _____
City _____ State _____ Zip Code _____		City _____ State _____ Zip Code _____
Home phone number [_____] _____		County of residence _____
Work phone number [_____] _____		Years resided at physical residence _____
Email Address _____		

Previous Addresses

List **all** previous physical addresses since age 18. Do not use post office boxes. If you lived in an apartment complex, list your apartment number. *All time periods must be accounted for.* Include complete dates (months and years of residence), addresses, city, state and zip codes. Complete this page before attaching any additional page(s). Place attachments behind this page.

From (month/year):	Number and street	Apartment
To (month/year):	City	State Zip Code

From (month/year):	Number and street	Apartment
To (month/year):	City	State Zip Code

From (month/year):	Number and street	Apartment
To (month/year):	City	State Zip Code

From (month/year):	Number and street	Apartment
To (month/year):	City	State Zip Code

C. EMPLOYMENT

Please give a comprehensive adult (since age 18) employment history, beginning with your present employment and working backwards. Include employer's name, address, your job position working title, description of job duties, salary, dates employed, and reason for leaving. Complete this page before attaching any additional page(s). Place attachments behind this page.

From (month/year):	Employer name
To (month/year):	Employer address
Job position (working title)	Description of your work duties
Average monthly salary	Reason for leaving

From (month/year):	Employer name
To (month/year):	Employer address
Job position (working title)	Description of your work duties
Average monthly salary	Reason for leaving

From (month/year):	Employer name
To (month/year):	Employer address
Job position (working title)	Description of your work duties
Average monthly salary	Reason for leaving

From (month/year):	Employer name
To (month/year):	Employer address
Job position (working title)	Description of your work duties
Average monthly salary	Reason for leaving

D. STATUS

<p>Are you currently incarcerated in a Texas penal institution? <i>If "yes," list your (TDCJ-CID) identification number.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No ID number: _____</p>
<p>Were you ever incarcerated in a Texas penal institution? <i>If "yes," list all (TDCJ-CID) identification numbers.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Prior ID number: _____ Prior ID number: _____</p>
<p>Are you currently serving a term of probation? <i>If "yes," identify the county of current residence, name and phone number of your probation officer.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No County: _____ Name: _____ Number: () _____</p>
<p>Are you currently on parole, annual report status, or serving a term of mandatory supervision? <i>If "yes," identify the county of current residence.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No _____</p>
<p>Do you have any pending criminal charges? <i>If "yes," attach an explanation page. Place the attachment behind this page.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Have you been incarcerated in a federal or non-Texas state institution? <i>If "yes," list all identification numbers. Include the facility name and location</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No ID Number: _____ Institution: _____ Location: _____</p>
<p>Have you ever been granted a full pardon and/or restoration of civil rights from the Governor of the State of Texas? <i>If "yes," attach an explanation page and a copy of the proclamation granting clemency. Place any attachments behind this page.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

F. CERTIFICATION BY APPLICANT

Please read the following statements carefully and indicate your understanding and acceptance by signing in the space provided. This application must be signed.

I hereby give my permission to the Board of Pardons and Paroles or its designated agent to make any inquiry and receive any information of record that it may deem proper in the investigation of this application for clemency; and

I understand that compliance with these requirements is sufficient for the Board's consideration of this application, but compliance does not necessarily mean that favorable action will result.

I hereby swear upon my oath that I am the subject herein named and the facts contained in this application are true and correct.

Applicant's Signature (Full Name)

Date

CRIMINAL HISTORY INFORMATION

Provide information on all adult criminal offenses (**list one offense per page**) and the disposition of each arrest. For these purposes, adult is defined as all arrests committed when age 16 or older or when younger than age 16 but certified as an adult. All blanks must be completed for each criminal offense. Included in this application are two (2) blank "Criminal History Information" pages provided in the event that you have multiple arrests.

Photocopy as many of these blank pages as needed to list additional offenses.

Criminal Offense: _____
List the offense as it appears in the court documentation.

Are you requesting Restoration of Firearm Rights for this offense? Yes / No

Were you previously granted a Full Pardon for this offense? Yes / No
This application is intended for use only by persons who have been previously granted a full pardon and wish to apply for a Restoration of Firearm Rights connected to the pardon which has been granted. If you are requesting Restoration of Firearm Rights for a conviction(s) without a prior Governor's grant of a Full Pardon, do not complete this application form. You will need to request a Full Pardon application from our office.

Additional Information about the Criminal Offense

County: _____ State: _____

Cause Number: _____

Court of Adjudication: _____
Mark "N/A" if not adjudicated in a Court.

Disposition/Sentence Date: _____
Date of sentencing or other form of court adjudication. Mark "N/A" if not adjudicated in a Court.

Court Disposition/Sentence: _____

Examples of possible responses that you may modify to reflect your circumstance:

- | | | | |
|---|-------------------|------------------------------|------------------|
| 5 years TDCJ | 2 years probation | Class C Misdemeanor | No formal charge |
| 2 years deferred adjudication probation | 30 days jail | Released without prosecution | No bill |
| 2 years State Jail Felony | Charge dismissed | Plea in Bar | |

Fine ordered in the Sentence? Yes No If "Yes", indicate the amount: \$ _____

Was the fine paid in full? Yes No

Restitution ordered in the Sentence? Yes No If "Yes", indicate the amount: \$ _____

Was the restitution paid in full? Yes No

Final Disposition: _____

Examples of possible responses that you may modify to reflect your circumstance:

- | | |
|--|--|
| Currently on probation | Discharged probation sentence |
| Satisfactorily discharged deferred adjudication probation sentence | Unsatisfactorily discharged deferred adjudication probation sentence |
| Misdemeanor sentence completed | Jail sentence completed |
| State Jail Felony sentence completed | Currently incarcerated in a State Jail facility |
| TDCJ-CID sentence completed | Currently incarcerated in TDCJ-CID |
| Currently on parole | Charge dismissed (no billed, no formal charge) |

Previous Full Pardon/Restoration of Civil Rights

Date Granted: _____ Proclamation # : _____

Conviction(s) Pardoned (& Cause Numbers): _____

CRIMINAL HISTORY INFORMATION

Provide information on all adult criminal offenses (**list one offense per page**) and the disposition of each arrest. For these purposes, adult is defined as all arrests committed when age 16 or older or when younger than age 16 but certified as an adult. All blanks must be completed for each criminal offense. Included in this application are two (2) blank "Criminal History Information" pages provided in the event that you have multiple arrests.

Photocopy as many of these blank pages as needed to list additional offenses.

Criminal Offense: _____
List the offense as it appears in the court documentation.

Are you requesting Restoration of Firearm Rights for this offense? Yes / No

Were you previously granted a Full Pardon for this offense? Yes / No
This application is intended for use only by persons who have been previously granted a full pardon and wish to apply for a Restoration of Firearm Rights connected to the pardon which has been granted. If you are requesting Restoration of Firearm Rights for a conviction(s) without a prior Governor's grant of a Full Pardon, do not complete this application form. You will need to request a Full Pardon application from our office.

Additional Information about the Criminal Offense

County: _____ State: _____

Cause Number: _____

Court of Adjudication: _____
Mark "N/A" if not adjudicated in a Court.

Disposition/Sentence Date: _____
Date of sentencing or other form of court adjudication. Mark "N/A" if not adjudicated in a Court.

Court Disposition/Sentence: _____

Examples of possible responses that you may modify to reflect your circumstance:

5 years TDCJ	2 years probation	Class C Misdemeanor	No formal charge
2 years deferred adjudication probation	30 days jail	Released without prosecution	No bill
2 years State Jail Felony	Charge dismissed	Plea in Bar	

Fine ordered in the Sentence? Yes No If "Yes", indicate the amount: \$ _____

Was the fine paid in full? Yes No

Restitution ordered in the Sentence? Yes No If "Yes", indicate the amount: \$ _____

Was the restitution paid in full? Yes No

Final Disposition: _____

Examples of possible responses that you may modify to reflect your circumstance:

Currently on probation	Discharged probation sentence
Satisfactorily discharged deferred adjudication probation sentence	Unsatisfactorily discharged deferred adjudication probation sentence
Misdemeanor sentence completed	Jail sentence completed
State Jail Felony sentence completed	Currently incarcerated in a State Jail facility
TDCJ-CID sentence completed	Currently incarcerated in TDCJ-CID
Currently on parole	Charge dismissed (no billed, no formal charge)

Previous Full Pardon/Restoration of Civil Rights

Date Granted: _____ Proclamation # : _____

Conviction(s) Pardoned (& Cause Numbers): _____

RESTORATION OF FIREARM RIGHTS CHECKLIST

Before submitting your application, please ensure that you have complied with all application instructions and have reviewed the checklist information provided on this page. Incomplete applications will not be forwarded to the Texas Board of Pardons and Paroles for voting consideration.

Eligibility

Did you review your eligibility for clemency consideration by reviewing restoration of firearm rights application instruction pages and board rule 143.12?

Completing the Restoration of Firearm Rights Application Form

Did you complete the application form as instructed? Review to ensure that you have complied with all instructions, including the following:

- (1) Type or print legibly in black or blue ink;
- (2) Do not alter the presentation of the application by reformatting or rewriting the form, and do not bind or staple the application;
- (3) Respond to all items, if necessary using “N/A,” “Unknown,” “None,” or “Do not remember;”
- (4) For each conviction for which you are requesting restoration of firearm rights, complete application pages titled “Criminal History Information” and “Subject’s Version” as instructed, with a complete and detailed Subject’s Version of Offense with location, offense date, law enforcement agency involved, events leading up to the offense and your extent of involvement in the case;
- (5) **Provide a letter from an employer or potential employer on their letterhead that explains the need to have firearm rights restored in order to gain or maintain employment.**
- (6) Sign with your full name the application form with a date of signature.

Criminal History Statement

Did you provide an official criminal history statement from the sheriff of your county of residence?

Certified Court Documentation

Did you provide appropriate certified court documentation (indictment/complaint/information, judgment & sentence) or clerk statement (fine/restitution paid) for **all convictions** for which you are requesting restoration of firearm rights. Refer to application instruction Page 2 of 2, Procedures for Obtaining Court Documentation, for detailed instructions.

Offense/Arrest Reports

Did you provide offense reports for **all convictions** for which you are requesting restoration of firearm rights from the appropriate law enforcement agency? For example, if you were arrested by the Austin Police Department, you must request offense reports from that agency. If you were arrested by the Travis County Sheriff’s Department, you must contact that agency.

If unsure of the arresting agency, you may access public record information pertaining to criminal convictions and deferred adjudications by accessing the Texas Department of Public Safety (DPS) Crime Records Service website <http://records.txdps.state.tx.us/>. Or you may contact DPS to request assistance in acquiring criminal history information.

TEXAS BOARD OF PARDONS AND PAROLES RULES



Chapter 143. EXECUTIVE CLEMENCY

Subchapter A. FULL PARDON AND RESTORATION OF RIGHTS OF CITIZENSHIP

§143.12. Restoration of Firearm Rights

The board will consider recommending restoration of the right to receive, possess, bear, and transport in commerce a firearm only in extreme and unusual circumstances which prevent the applicant from gaining a livelihood, and only if the applicant:

- (1) provides either proof of clearance by a previously granted full pardon or a request for such express restoration in a pending application for a full pardon from jurisdiction(s) of the relevant conviction(s); and
- (2) provides proof of application under the United States Code, Title 18, §925(c), for exemption, relief from disabilities to the attorney general, and furnishes copies of all relevant applications and responses thereto by the attorney general including any final actions by said attorney general.