

## **INSTRUCTIONS FOR COMPLETING PARDON APPLICATION**

1. COMPLETE THE STATE OF HAWAII PARDON APPLICATION FORM IN **BLACK INK** AND ENSURE IT IS **SIGNED BEFORE A NOTARY PUBLIC.**
2. YOU WILL NEED TWO (2) PEOPLE (WHO PERSONALLY KNOW YOU) TO COMPLETE THE CHARACTER AFFIDAVITS. THE AFFIDAVITS MUST ALSO BE COMPLETED IN **BLACK INK** AND **SIGNED BEFORE A NOTARY PUBLIC.**
3. IF YOU SERVED IN THE MILITARY, SUBMIT A COPY OF YOUR **DD-214 FORM** FOR VERIFICATION OF SERVICE.
4. MAIL THE COMPLETED NOTARIZED PARDON APPLICATION AND THE TWO (2) NOTARIZED CHARACTER AFFIDAVITS TO:

HAWAII PAROLING AUTHORITY  
**ATTN: PAROLES AND PARDONS ADMINISTRATOR**  
1177 ALAKEA STREET, GROUND FLOOR  
HONOLULU, HAWAII 96813

It is important to note that a pardon is not a right, but an exceptional privilege, which only the Governor has the power to grant.

For criminal convictions in the state courts of Hawaii, the pardon process starts with the completion of the pardon application form. Once the application is submitted as instructed, it is reviewed and investigated by the Hawaii Paroling Authority, the Department of Public Safety and the Department of the Attorney General. Reviews and investigations often include interviews with not only the applicant, but with references listed by applicants and others whom are identified through investigation. Therefore, it can be a lengthy process.

After submitting your application, if you have changes to your residence or mailing address, contact telephone number(s), employment, and/or marital status, please immediately notify this agency in writing at the address provided above so that we can update your application.

The Governor can only grant pardons for criminal convictions, which have occurred in the state courts of Hawaii. Any criminal convictions, which occurred in other states or in federal court, would have to be addressed through the processes of those jurisdictions.

You should note that a pardon is different from an expungement, where a crime is deleted from one's criminal record. The Governor does not have the power to expunge a record. Further, in the State of Hawaii, expungements are only provided for in certain situations. Information regarding expungement matters should be addressed with the State of Hawaii's Department of the Attorney General. A pardon does not involve, nor is it a step toward an expungement. Further, while a pardon may be helpful to one's employability, employers can differ on whether a pardon alone will suit their requirements. We hope that the foregoing provides some guidance on what this process entails and how to begin the process of applying for a pardon.





11. Military Service and Dates: \_\_\_\_\_ through \_\_\_\_\_  
Honorable Discharge: Yes \_\_\_\_\_ No \_\_\_\_\_ If No, Type of Discharge: \_\_\_\_\_

12. I belong to the following organizations, clubs and/or activities (including Church affiliation):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. The reasons I am asking for this pardon are:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

At least two character affidavits are desirable and should be notarized and submitted with each application.

**PERSONAL OATH**

I, \_\_\_\_\_, residing at \_\_\_\_\_  
In asking for a pardon, do solemnly swear that I will be law abiding in the future and will support and defend the Constitution of the United States against all enemies, foreign and domestic, and that I take this obligation freely and without mental reservation whatsoever, so help me.

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public \_\_\_\_\_  
Judicial Circuit, State of Hawaii  
My Commission Expires: \_\_\_\_\_

**STATE OF HAWAII  
EXECUTIVE CHAMBERS**

**CHARACTER AFFIDAVIT**

I, \_\_\_\_\_, residing at \_\_\_\_\_

By occupation \_\_\_\_\_ depose and certify that I have personally known  
\_\_\_\_\_ for more than \_\_\_\_\_ year(s) and to the best  
of my knowledge and belief(s) he/she has, since being released from prison/parole/probation on or about \_\_\_\_\_  
(Strike inappropriate word)

\_\_\_\_\_, conducted themselves in a moral and law-abiding manner.

That \_\_\_\_\_ is at present employed by

\_\_\_\_\_ at \_\_\_\_\_

in the capacity of \_\_\_\_\_ and has been employed by them for \_\_\_\_\_ year(s).

My knowledge of his/her activities and conduct since being released from prison/parole/probation is as follows:  
(Strike inappropriate word)

(Here state in full detail your knowledge of the applicant's conduct, etc. and also specifically, since their release from prison/parole/probation whether they have been arrested or has had any trouble with public authorities or any others).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This affidavit is made by me, in support of the application of \_\_\_\_\_  
made to the Governor of the State of Hawaii for a pardon to restore their full civil rights.

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of  
\_\_\_\_\_, A.D. 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public \_\_\_\_\_  
Judicial circuit, State of Hawaii  
My Commission Expires: \_\_\_\_\_

**STATE OF HAWAII  
EXECUTIVE CHAMBERS**

**CHARACTER AFFIDAVIT**

I, \_\_\_\_\_, residing at \_\_\_\_\_

By occupation \_\_\_\_\_ depose and certify that I have personally known  
\_\_\_\_\_ for more than \_\_\_\_\_ year(s) and to the best  
of my knowledge and belief(s) he/she has, since being released from prison/parole/probation on or about \_\_\_\_\_  
(Strike inappropriate word)

\_\_\_\_\_, conducted themselves in a moral and law-abiding manner.

That \_\_\_\_\_ is at present employed by

\_\_\_\_\_ at \_\_\_\_\_

in the capacity of \_\_\_\_\_ and has been employed by them for \_\_\_\_\_ year(s).

My knowledge of his/her activities and conduct since being released from prison/parole/probation is as follows:  
(Strike inappropriate word)

(Here state in full detail your knowledge of the applicant's conduct, etc. and also specifically, since their release from prison/parole/probation whether they have been arrested or has had any trouble with public authorities or any others).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This affidavit is made by me, in support of the application of \_\_\_\_\_  
made to the Governor of the State of Hawaii for a pardon to restore their full civil rights.

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of  
\_\_\_\_\_, A.D. 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public \_\_\_\_\_  
Judicial circuit, State of Hawaii  
My Commission Expires: \_\_\_\_\_