

After the Application - What Now?

Congratulations on taking steps to complete the application for restoration of your civil rights, including the right to vote!

You now need to:

1. Keep a copy of your completed application in a personal file at home. If you submit additional information, make sure to keep copies for yourself!
2. Get letters of recommendation, if possible, and if you have not already done so. Even if your application has already been mailed, you can still send letters of recommendation or character reference. Place a note with your letters indicating your name and when your application was submitted. Ask that the letters be attached to your application. Letters can be mailed to the same address as your application at:

Office of Executive Clemency
2601 Blairstone Road, C-229
Tallahassee, FL 32399-2450

Letters of recommendation or character reference are **OPTIONAL**. You can submit your application without them. However, favorable letters may make a difference at the time your application is reviewed. You might consider requesting letters from past or current employers, clergy, or anyone else who can attest to your good character and/or contributions to the community. Please see the attached "Reference Letter Checklist" for more information on what the letter might include.

Be aware that in the course of investigating your application, the Florida Parole Commission may contact the person(s) who wrote letters for you.

You should submit the letters of recommendation as soon as possible!

3. Call the Office of Executive Clemency to make sure your application was received. Do the same for any follow-up materials, such as letters of recommendation, that you send. Call periodically to get status reports!

The telephone number for the Office of Executive Clemency is (850) 488-2952.

4. Once you have submitted your application, please be aware that the review process is often long. You may be asked to submit additional information or to fill out another form.
5. Don't be discouraged! If you have questions before or after you have submitted your application, you can feel free to call any of the following numbers:

American Civil Liberties Union (ACLU) of Florida
(305) 576-2337 ext. 19

Office of Executive Clemency

(850) 488-2952

6. If you know someone who would like to apply for restoration of civil rights or other types of clemency, click here to download the application form. For instructions on how to complete the form, click here. To read the official Rules of Executive Clemency, click here.

Reference Letter Checklist

This letter will be presented to the Governor and his Cabinet, who are considering _____'s application for restoration of civil rights.

The letter should contain:

- A readable message, either neatly handwritten or typed
- The date the letter is written
- How long you have known the applicant
- In what capacity you have known the applicant (co-worker, boss, pastor, friend, etc.)
- What you know about the applicant's moral character. This includes respect for the law, non-violence, honesty, use of drugs, etc.
- What you know about the applicant's conviction(s), and how this impacts on your opinion
- Whether you think the application should be granted
- A phone number or address where you can be contacted if they need more information (optional)
- Your signature

Please write your letter as soon as possible, but no later than _____.

Our Issues