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Ten Tips for Using the New Online Pardon Application
<https://www.pa.gov/services/bop/apply-for-clemency.html>

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1. Application opens directly to form - no need to pre-register or get a “Keystone Login”
2. Online application can only be used for five or fewer cases; submit PDF if more than 5 cases
3. Drafts cannot be saved. Have EVERYTHING ready to go when you get started
 - a. To prepare: you could use the fillable PDF form to write a draft. then copy and paste into the online. If you do this, do NOT also email it to the Board. The online is enough.
 - b. When you are online, what you enter is saved. Going “BACK” will NOT erase anything.
4. Pardon Projects/Hubs/Coaches CAN serve as representatives of applicants:
 - a. Choices are: “attorney, family member, friend, **nonprofit or community organization**”
 - b. “A representative in the clemency process can receive updates and make changes to your application on your behalf.”
 - c. “Name of representative” need not be a person: CAN be the organization, but make sure the email and phone are then to the organization not the person
 - d. Representatives CAN Sign and submit the application on behalf of their clients
 - i. Sign as “[Representative’s Name] for Bob Smith.” Then attach a .pdf or .jpg copy of Bob Smith’s signed and dated signature page.
5. Every OTN is its own “case”
 - a. “Each case (Offense Tracking Number or OTN) should be entered separately.”
 - b. If one event has more than one OTN, the description of the arrest could be “Same as for Case No. ___” and then copy/paste
6. The “Date of Incident” is the “offense date” in the docket NOT the “arrest date”
7. Both essays are limited to 5000 characters
 - a. Describe the incident “Please be brief in your response.”
 - b. Personal statement – NOW REQUIRED: “Sharing how your life has changed since your conviction can strengthen your application. Please be brief in your response.”
 - c. “Optional attachments: If additional space is needed for description of offenses (step 4) or personal statement (step 5)”
8. “There is a limit of 10 attachments, with each file having a maximum size of 20MB. The supported file types are .jpg, .png, .doc/docx, and .pdf.”
 - a. If many supplemental materials, combine them into one attachment
 - b. Large PDFs can be “compressed”
9. Signing – typed in, not docuSign; and CAN be signed by the Representative,
10. Print button – use it to create and save a PDF before “SUBMIT”

REMINDER: “If any corrections are needed to complete my application, I give permission for the Board of Pardons to make those corrections for me.”

ALSO: updates can be sent via email to bopclemeency@pa.gov. Be sure to include the Application No. (assigned by BOP upon receipt) or the Clemency (C-) No. (assigned upon acceptance/filing).