

Prisoner Review Board
Kansas Department of Corrections
714 SW Jackson St. Suite 300
Topeka, Ks 66603
(785)-746-7516

Procedure for Executive Clemency Application

1. **Application for Executive Clemency** – Offender completes this form giving full and explicit reasons for seeking executive clemency.
2. **Notice of Clemency Application** – Completed forms are sent (one each) to the Judge and District Attorney in the county of conviction (if convicted in multiple counties, a form should be sent to the officials in each county of conviction).
3. **Request for Publication of Clemency** – Completed form is sent to the official county newspaper for each county of conviction. The Notice of Publication must include the applicant's name, date of sentence and county of conviction. When the notice is published, the affidavit and copy of the printed statement will be returned to the sender for forwarding to the Prisoner review Board.
4. **Affidavit** – If an attorney is retained for clemency purposes, the attorney must submit the affidavit required by K.S.A. 2203706.
5. **Submission of Completed Packet** – When the publication affidavit and printed statement are received, send the following documents to the Prisoner Review Board:
 - a) Application for Clemency
 - b) Notice of Clemency Application Sentencing Form
 - c) Publication Affidavit and printed statement
 - d) Attorney affidavit if applicable.
6. The Prisoner Review Board will examine all pertinent records, reports, and other available information. Should a personal interview with the applicant be required, the Board will notify the applicant. The Board will submit a report and recommendation to the Governor. Once the Governor renders a decision the applicant will be notified.