

**REMISSION OF FINE AND/OR FORFEITURE APPLICATION**

(Read and follow the attached **INSTRUCTIONS FOR APPLYING FOR A REMISSION OF FINE AND/OR FORFEITURE** before submitting this Application.)

**FOR: REMISSION OF FINE**       **REMISSION OF FORFEITURE**       **BOTH**

**NAME OF APPLICANT:** \_\_\_\_\_  
(At Time of Conviction)

**CURRENT NAME (if different from above):** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_  
Street or P.O. Box

City State Zip Code  
**TELEPHONE#** \_\_\_\_\_ **CELLULAR#** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**RACE:** \_\_\_\_\_ **SEX:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**SS#:** \_\_\_\_\_ **AIS# (if applicable):** \_\_\_\_\_

**COUNTY OF CONVICTION(S):** \_\_\_\_\_ **YEAR(S) OF CONVICTION(S):** \_\_\_\_\_

(Attach a complete list of charges for which a remission is requested)

**IS THIS APPLICATION YOUR FIRST:**    **YES**       **NO**

**IF NO, DATE OF LAST APPLICATION:** \_\_\_\_\_

(Attach a short and plain statement of the reasons that the Board should remit the imposed fine(s) or forfeiture(s))

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**FOR FORFEITURE**

**NAME OF SURETY:** \_\_\_\_\_

**SURETY'S ADDRESS:** \_\_\_\_\_  
Street or P.O. Box

City State Zip Code  
**SURETY'S PHONE#:** \_\_\_\_\_ **SURETY'S CELLULAR#:** \_\_\_\_\_

**SURETY'S E-MAIL ADDRESS:** \_\_\_\_\_

**SURETY'S RACE:** \_\_\_\_\_ **SURETY'S SEX:** \_\_\_\_\_ **SURETY'S DOB:** \_\_\_\_\_

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I have read the INSTRUCTIONS FOR APPLYING FOR A REMISSION OF FINE AND/OR FORFEITURE and agree to the terms and conditions stated in that document, including the requirement for submitting a "WAIVER OF LIABILITY AND AUTHORITY FOR RELEASE OF INFORMATION" form. I also acknowledge that the Alabama Board of Pardons and Paroles has complete discretion to grant or deny remissions for fines and/or forfeitures and that there is no right to a remission of fines and/or forfeitures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**ALABAMA BUREAU OF PARDONS AND PAROLES USE ONLY**

Application received on \_\_\_ day of \_\_\_\_\_, 20\_\_.

Tracking Number: \_\_\_\_\_.

Waiver Form Received: Yes  No

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

## ALABAMA BUREAU OF PARDONS AND PAROLES

### INSTRUCTIONS FOR APPLYING FOR A REMISSION OF FINE AND/OR FORFEITURE

Alabama law allows convicted persons to apply for a remission of fines and/or forfeitures, subject to the procedures specified by law. These procedures give the Alabama Board of Pardons and Paroles the discretionary authority to grant or deny an application for a remission of fines and/or forfeitures.

Under Alabama law, the following persons may not apply for a remission of fine and/or forfeiture: persons convicted of treason and impeachment and persons sentenced to death and such sentence is not commuted.

#### PLEASE READ THESE INSTRUCTIONS BEFORE PROCEEDING WITH YOUR REQUEST.

All applications for a remission of fines and/or forfeitures are considered a request for a **full remission of the imposed fines and/or forfeitures**. **HOWEVER**, the Board retains the discretion to grant, as an alternative to a full remission of fines and/or forfeitures, a partial remission of the imposed fines and/or forfeitures.

1) Complete the attached "REMISSION OF FINE AND/OR FORFEITURE APPLICATION" form and complete a "WAIVER OF LIABILITY AND AUTHORITY FOR RELEASE OF INFORMATION" form and submit these forms to the Alabama Bureau of Pardons and Paroles at the following address:

Alabama Bureau of Pardons and Paroles  
P.O. Box 302405  
Montgomery, AL 36130-2405  
Email: pardons@paroles.alabama.gov

2) No remission of fines and/or forfeitures investigation will be started without an signed application from the person whose fine or forfeiture is at issue.

3) Upon receiving the application and waiver, the Bureau's Pardon Unit will begin investigating the applicant's case. The investigation includes current information on the applicant's home situation, job status, an updated criminal arrest record, written references, and other information as warranted. Additionally, applicants must fully cooperate with the investigation of his or her criminal history, personal and social history, and the circumstances of his or her crime.

4) When the investigation is complete, the case will be docketed for consideration by the Board, and once the case is docketed, required notification will be sent to the victim, certain officials in the jurisdiction of the conviction, and the applicant.

5) The time needed to complete an investigation varies from case to case and depends on numerous factors, so no completion date estimate will be provided.

6) The Board will only grant a remission of fines and/or forfeitures in cases to which the State of Alabama is a party.

7) If the Board grants a remission, the Board will also decide whether the remission applies to some or all imposed fines and/or forfeitures. As required by law, the Board shall provide the reasons supporting its decision to grant a remission in its order. The Board's order will be made a public record. However, all other portions of the file shall remain privileged.

8) If the Board declines to grant a remission of fines and/or forfeitures, the applicant may not re-apply until at least two (2) years have passed from the date of the Board's action, unless expressly ordered by the Board. **Any application submitted within two (2) years of the applicant's last application will be subject to rejection.**