

ALABAMA BOARD OF PARDONS AND PAROLES
ADMINISTRATIVE CODE
ADMINISTRATIVE CODE

CHAPTER 640-X-A
APPENDIX A

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640-X-A-1

Form ABPP-1: Application For Early Parole
Consideration Hearing.

ABPP-1

Application for Early Parole Consideration Hearing

Inmate Name: _____

AIS#: _____

Current Hearing Date: _____

Alabama Code Section 15-22-28(f) allows the Bureau to deviate from parole consideration hearing dates in certain circumstances. To be considered for an earlier parole consideration hearing, all of the following questions must be fully answered with supporting documentation attached where required. Inmates who meet all of the criteria included in this form will be referred to the agency's Review Committee who may recommend an earlier parole consideration hearing date. **Meeting all requirements of this application does not guarantee any inmate an earlier parole consideration hearing.**

The inmate must have been eligible to be considered for parole on an earlier date under generally applicable rules or policies in effect on or before January 1, 2019. If the inmate does not meet this criteria, this application will not be processed.

1. Has the inmate served a minimum of five (5) years of his or her sentence? ☐ Yes ☐ No
2. Has the inmate completed any available evidence-based risk reducing programming? ☐ Yes ☐ No
*If yes, documentation showing completion of programming must be attached.
3. Has inmate received an official positive report from a Department of Corrections staff member?
☐ Yes ☐ No *If yes, the positive report must be attached. The positive report must be from an ADOC staff member authorized to provide such reports per ADOC policy.
4. Inmate must attach letters of support from at least one of the following:
☐ Office that prosecuted inmate's case
☐ Victim or victim's representative
☐ Alabama Attorney General's Office
☐ Sentencing judge or his/her successor
☐ Law enforcement official from the county of conviction (does not include Bureau staff)
5. Has inmate received any violent disciplinarys during his or her present incarceration? ☐ Yes ☐ No
6. Has inmate received any disciplinary of any kind during the three (3) years immediately preceding this application for an earlier parole consideration date? ☐ Yes ☐ No

Once the inmate meets all criteria listed above, the inmate will be assessed by the Bureau to determine his or her risk of potential re-offense. Only those inmates assessed as LOW or MEDIUM risk will be accepted for Review Committee.

Name of Inmate (or other individual submitting application on inmate's behalf) _____ Date _____

Signature of Inmate (or other individual submitting application on inmate's behalf)

For Bureau use only. Inmate should not complete this section.

Referred to Review Committee? ☐ Yes ☐ No

Employee

Date _____

Applications may be submitted to the **Alabama Bureau of Pardons and Paroles, Attention: Board Operations, 100 Capitol Commerce Blvd. Suite 310, Montgomery, Alabama 36117** or emailed to **paroles@paroles.alabama.gov**. Upon completion, this document will become part of the inmate's internal parole file and will be subject to statutory privilege.

Revised October 2020

Author:
Statutory Authority:
History:

640-X-A-2

Form ABPP-2: Parole Guidelines.

ABPP-2



PAROLE GUIDELINES

INMATE NAME: _____

AIS#: _____

The Alabama Board of Pardons and Paroles considers relevant offender information when making parole decisions, including static and dynamic risk factors, individual factors, and stakeholder input, while applying professional judgment in each case. In addition to the offender's social and criminal history, the Board reviews the parole guidelines. The parole guidelines ensure the consistent review of certain common decisional factors for all offenders. The Baseline Score is used as an aid in conjunction with the individual file review and information provided at the parole hearing as the Board exercises its discretion to determine the offender's parole readiness.

BASELINE PAROLE WEIGHTED FACTORS

I. SEVERITY OF OFFENSE OF CONVICTION:

LOW	= + 1	☐
MODERATE	= + 2	☐
HIGH	= + 3	☐
VERY HIGH	= + 4	☐

SCORE

II. ACTUARIAL ASSESSMENTS:

RISK ASSESSMENT

SCORE: _____

DATE ADMINISTERED: _____

VERSION USED: _____

VERY HIGH RISK	= + 5	☐
HIGH RISK	= + 3	☐
MODERATE RISK	= + 2	☐
LOW RISK	= + 0	☐

SCORE

OR

SEX OFFENDER RISK ASSESSMENT: _____ (Indicate if N/A)

SCORE: _____

DATE ADMINISTERED: _____

VERSION USED: _____

VERY HIGH RISK	= + 5	☐
HIGH RISK	= + 3	☐
MODERATE RISK	= + 2	☐
LOW RISK	= + 0	☐

SCORE

Revised 2025

III. INSTITUTIONAL BEHAVIOR:

0 DISCIPLINARIES WITHIN LAST 12 MONTHS	= +0	☐
1 OR 2 NON-VIOLENT DISCIPLINARIES WITHIN LAST 12 MONTHS	= +1	☐
3 OR MORE NON-VIOLENT DISCIPLINARIES WITHIN LAST 12 MONTHS	= +2	☐
1 DISCIPLINARY INVOLVING VIOLENCE WITHIN LAST 12 MONTHS	= +3	☐
MULTIPLE DISCIPLINARIES INVOLVING VIOLENCE WITHIN LAST 12 MONTHS	= +5	☐

SCORE **IV. PARTICIPATION IN RISK-REDUCING PROGRAMMING/TREATMENT:**

COMPLETION REQUIRED PROGRAMS	= +0	☐
DEFICIENT PROGRAMMING	= +2	☐
REFUSAL/UNACCEPTABLE COMPLIANCE	= +3	☐

SCORE **V. COMPLETION OF GED, HIGHER EDUCATION, OR TRADE**

COMPLETION	= -1	☐
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SCORE **VI. REENTRY PLAN:**

COMPLETE/ACCEPTABLE REENTRY PLAN	= +0	☐
REENTRY PLAN SUBMITTED	= +1	☐
NO REENTRY PLAN	= +2	☐

SCORE **VII. STAKEHOLDER AND COMMUNITY INPUT:**

SUPPORT ONLY, WITH NO OPPOSITION	= +0	☐
SUPPORT AND OPPOSITION, OR NO INPUT	= +1	☐
OPPOSITION ONLY	= +2	☐

SCORE **BASELINE PAROLE GUIDELINE TOTAL SCORE**

[Note: The Baseline Parole Guideline Score establishes a "baseline" aggregate evaluation of decisional factors associated or actuarially related to risk reduction. The Board's decision is guided by the baseline score, its comprehensive review of the inmate's file, and information provided at the time of the hearing.]

Total Score

0-5 Suggests Parole Grant
 6-8 Neutral
 9+ Suggests Parole Denial

Under 18 at the time of offense?

☐ Yes☐ No

Revised 2025



GUIDELINE INSTRUCTIONS

I. SEVERITY OF OFFENSE OF CONVICTION

If serving multiple sentences, score the most severe conviction only.
Sex offenses are scored "Very High"
Felonies involving personal injury are scored "Very High"
Victim cases are scored no lower than "High"

II. ACTUARIAL ASSESSMENTS

All offenders will have an ORAS completed. Sex offenders will also have a Static 99.
The assessment with the highest score will be used. If an ORAS or Static 99 cannot be obtained, an alternate actuarial assessment may be used.

III. INSTITUTIONAL BEHAVIOR

Disciplinaries reported by the Alabama Department of Corrections (ADOC) are considered.
Only the highest point score will be used. (Scores will not be combined.)

IV. PARTICIPATION IN RISK-REDUCING PROGRAMING/TREATMENTS

Only programs and treatments ordered by the Court or the Board, or recommended by the ADOC that are risk-reducing/cognitive behavioral as defined by ADOC are scored.

If the offender has completed all programming, score a 0.
If the offender has not completed all programming, score a 2.
If the offender refused participation or was forcibly removed from the program or treatment, score a 3.

V. COMPLETION OF GED, HIGHER EDUCATION, OR TRADE SCHOOL

This is only considered if obtained during the present term of incarceration. The inmate must have fully completed the course, and a certificate must be on file with the Alabama Department of Corrections.

Completion scores a minus 1

Revised 2025

VI. REENTRY PROGRESS

If the offender has submitted a reentry plan to include a home and work plan (and treatment plan if applicable) with supporting documentation or otherwise shown sufficient evidence of the plans, score a 0. For example, the offender provides a home address with contact name and phone number, and a letter from an employer saying that there is a job available.

If the offender has submitted an incomplete plan, score a 1. For example, the offender provides a home plan only. Or the plans lack sufficient detail to be able to verify without additional information from the offender.

If the offender has not submitted any plans or they are so lacking in detail they cannot be used, score a 2.

VII. STAKEHOLDER AND COMMUNITY INPUT

This section will be scored by the Board based on input previously submitted, and testimony received during the hearing.

If there is no opposition to parole but there is support given for the offender, score a 0. If there is both support and opposition given, or none at all, score a 1. If there is only opposition, score a 2.

[Note: If the offender committed their present offense(s) prior to the age of 18, the Board reviews whether the juvenile offender has demonstrated maturity and rehabilitation. For juvenile offenders, the Board evaluates the parole guideline factors in light of whether the offender was so young as to diminish their capacity to fully understand the seriousness and consequences of their offense or whether other relevant maturity or rehabilitative- related factors demonstrate a juvenile offender's parole readiness.]

Revised 2025

Author: Alabama Bureau of Pardons and Paroles

Statutory Authority: Code of Ala. 1975, §§ 15-22-21, 15-22-26, 15-22-37.

History: Repealed and New Rule: Published July 31, 2025; effective September 14, 2025.

640-X-A-3

Form ABPP-3: Pardon and/or Remission of Fines Application.

ABPP-3

PARDON AND/OR REMISSION OF FINES APPLICATION
(Read and follow the attached instructions before submitting the application)

FOR: PARDON ☐ REMISSION OF FINES ☐ BOTH ☐NAME OF APPLICANT: _____ AIS (if applicable): _____
(at time of conviction)

CURRENT NAME (if different from above): _____

MAILING ADDRESS (street or PO Box, City, State, Zip): _____

EMAIL: _____

PHONE: _____ MOBILE PHONE: _____

RACE: _____ SEX: _____ DOB: _____ SSN: _____

CONVICTIONS: State ☐ Federal ☐ (Attach a complete list of convictions for which this application is requested to include counties and dates)

Is the pardon based on claim of innocence? _____

Have you applied for a pardon or remission of fines before? Pardon ☐ Fines ☐ Neither ☐Date of last hearing: _____ If previously granted a pardon, what rights were not restored and what are you seeking now? _____If requesting a remission of fine, attach a short and plain statement of the reason that the Board should grant relief.

I have read the INSTRUCTIONS FOR APPLYING FOR A PARDON AND/OR REMISSION OF FINES and agree to the terms and conditions stated in that document, including the requirements 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 a pardon or remission of fines and that there is no right to either.

Signature_____
Date_____
Print Name

ALABAMA BUREAU OF PARDONS AND PAROLES USE ONLY

Application received on _____

Tracking Number _____

Waiver form received: Yes ☐ No ☐_____
Print Name_____
Signature

ABPP-3

ALABAMA BUREAU OF PARDONS AND PAROLES

Alabama law allows persons with an Alabama conviction to apply for a pardon or a remission of fines, subject to the procedures specified by law. These procedures give the Alabama Board of Pardons and Paroles the discretionary authority to grant or deny a pardon, or to grant or deny a remission of fines. The Board may also consider pardons for convictions in the courts of the United States or of other states if the petitioner is, at the time of application and consideration, an Alabama resident.

All applications for a pardon are considered requests for a full pardon. **HOWEVER**, the Board retains the discretion to grant a pardon without restoration of all rights lost as a result of the conviction. The Board cannot grant relief from the Alabama Sex Offender Registration and Notification Act except under the conditions described in Alabama Code § 15-20A-43(b).

PLEASE READ THESE INSTRUCTIONS BEFORE SUBMITTING YOUR APPLICATION.

While a pardon and a remission of fines can be applied for at the same time and have many of the same instructions, please read both carefully to ensure you meet the criteria.

PARDONS:

1) Complete the "PARDON AND/OR REMISSION OF FINES APPLICATION" form and a "WAIVER OF LIABILITY AND AUTHORITY FOR RELEASE OF INFORMATION" form. **These forms must be submitted to the Alabama Bureau of Pardons and Paroles at the following mailing or email address:**

Alabama Bureau of Pardons and Paroles
301 South Ripley St
Montgomery, AL 36104
Email: pardons.application@paroles.alabama.gov

2) No pardon investigation will be completed except at the request of the person with the conviction.

3) To be considered for a pardon, an applicant must have either completed his or her sentence or have successfully completed at least three (3) years on parole for the sentence for which the applicant seeks a pardon.

4) Notwithstanding the foregoing, a pardon based on innocence may be granted upon the unanimous vote of the Board following receipt and filing of clear proof of his or her innocence of the crime for which he or she was convicted and the written approval of the judge or prosecuting attorney who tried the case.

5) Upon receiving the application and waiver, the Bureau's Pardon Unit will investigate 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

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warranted. Applicants must fully cooperate with the investigation of his or her criminal history, personal and social history, and the circumstances of the crime.

6) When the investigation is complete, the case will be docketed for consideration by the Board and required notification will be sent to the victim, certain government officials, and the applicant.

7) The time needed to complete the investigation depends on numerous factors, and no estimate will be provided.

8) If the Board grants a pardon, the Board will also decide whether to restore any or all civil and political rights lost as a result of the conviction. As required by law, Board Members shall provide the reasons supporting their decision to grant a pardon in its file. The Board's order granting a pardon will be public record. All other portions of the file shall remain privileged.

9) If the Board declines to grant a pardon and/or to restore any or all civil and political rights, 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.**

REMISSION OF FINES

All applications for a remission of fines are considered a request for a full remission of the imposed fines. **HOWEVER**, the Board retains the discretion to remit all or part of the imposed fines.

1) Complete the attached "PARDON AND/OR REMISSION OF FINES APPLICATION" form and 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 mailing or email address:

Alabama Bureau of Pardons and Paroles
301 S. Ripley St.
Montgomery, AL 36104
Email: pardons.application@paroles.alabama.gov

2) No remission of fines investigation will be started without a signed application from the person fined.

3) Upon receiving the application and waiver, the Bureau's Pardon Unit will investigate 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. Applicants must fully cooperate with the investigation of his or her criminal history, personal and social history, and the circumstances of the crime.

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

5) The time needed to complete the investigation depends on numerous factors, and no estimate will be provided.

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

7) If the Board grants a remission, the Board will provide the reasons supporting its decision to grant a remission in its order. The Board's order will be a public record. All other portions of the file are privileged.

8) If the Board declines to grant a remission of fines, the applicant may not submit a subsequent petition for remission for the same case.

Author: Eric Anderson, Scott Perkins

Statutory Authority: Code of Ala. 1975, §§ 15-22-21, 15-22-36, 15-22-37.

History: Repealed and New Rule: Published April 30, 2025; effective June 14, 2025.

640-X-A-4 Form ABPP-4: Certificate Of Eligibility To Register To Vote ("CERV") Application.

ABPP-4

CERTIFICATE OF ELIGIBILITY TO REGISTER TO VOTE ("CERV") APPLICATION

(Read and follow the attached INSTRUCTIONS FOR APPLYING FOR A CERV before submitting this Application.)

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): _____

CONVICTION: STATE ☐ FEDERAL ☐ COUNTY OF CONVICTION(S): _____

YEAR(S) OF CONVICTION(S): _____

(Attach a complete list of convictions for which this CERV is requested.)

I have read the INSTRUCTIONS FOR APPLYING FOR A CERV and agree to the terms and conditions stated in that document.

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 CERV

Alabama law allows convicted persons to apply for a certificate of eligibility to register to vote, subject to the procedures and requirements specified by law. These procedures require the Alabama Board of Pardons and Paroles to grant CERV applications if the applicant satisfies the statutory requirements put forth by Alabama Code Section 15-22-36.1.

PLEASE READ THESE INSTRUCTIONS BEFORE PROCEEDING WITH YOUR REQUEST.

1) Complete the "CERTIFICATE OF ELIGIBILITY TO REGISTER TO VOTE APPLICATION" form. The form must be submitted to the Alabama Bureau of Pardons and Paroles at the following address:

Alabama Bureau of Pardons and Paroles
100 Capitol Commerce Boulevard, Suite 310
Montgomery, AL 36117
Email: pardons@paroles.alabama.gov

2) No CERV investigation will be started without a signed application from the person whose conviction is at issue.

Author:

Statutory Authority:

History:

640-X-A-5

Form ABPP-5: Remission Of Forfeiture Application.

ABPP-5

REMISSION OF FORFEITURE APPLICATION

(Read and follow the attached instructions before submitting the application)

CONVICTED PERSON: _____ AIS (if applicable): _____
(at time of conviction)

CURRENT NAME (if different from above): _____

MAILING ADDRESS (street or PO Box, City, State, Zip): _____

EMAIL: _____

PHONE: _____ MOBILE PHONE: _____

RACE: _____ SEX: _____ DOB: _____ SSN: _____

CASE #, COUNTY, OFFENSE: _____ DATE OF CONVICTION: _____

HAVE YOU APPLIED FOR A REMISSION OF FORFEITURE BEFORE? _____ DATE: _____

SURETY INFORMATION

NAME OF SURETY: _____ PHONE: _____

SURETY ADDRESS (street/PO Box, City, State, Zip): _____

EMAIL: _____

RACE: _____ SEX: _____ DOB: _____

Attach a short and plain statement of the reason that the Board should remit the forfeiture.

I have read the INSTRUCTIONS FOR APPLYING FOR A REMISSION OF FORFEITURE and agree to the terms and conditions stated in that document, including the requirements 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 a remission of forfeiture and that there is no right to a remission.

Signature _____ Date _____

Print Name

ALABAMA BUREAU OF PARDONS AND PAROLES USE ONLY

Application received on _____

Tracking Number _____

Waiver form received: Yes ☐ No ☐

Print Name

Signature

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ALABAMA BUREAU OF PARDONS AND PAROLES

Alabama law allows convicted persons to apply for a remission of 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 a remission of forfeiture application.

(The offender must have been convicted of the offense for which the forfeiture is being applied.)
Both the convicted person and the surety must agree to the remission of forfeiture and are considered co-applicants.

INSTRUCTIONS FOR APPLYING FOR A REMISSION OF FORFEITURE

1) Complete the attached "REMISSION OF FORFEITURES APPLICATION" form and a "WAIVER OF LIABILITY AND AUTHORITY FOR RELEASE OF INFORMATION" form and submit the completed forms to the Alabama Bureau of Pardons and Paroles at the following mailing or email address:

Alabama Bureau of Pardons and Paroles
301 S. Ripley St.
Montgomery, AL 36104
Email: pardons.application@paroles.alabama.gov

2) No remission of forfeitures investigation will be started without a signed application from the applicant.

3) 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. 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 required notifications sent to the victim, certain government officials, and the applicant.

5) The time needed to complete the investigation depends on numerous factors, and no estimate will be provided.

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

7) If the Board grants a remission, the Board will provide the reasons supporting its decision to grant a remission in its order. The Board's order will be made a public record. All other portions of the file are privileged.

8) If the Board declines to grant a remission of forfeitures, the applicant may not submit a subsequent petition for remission in the same case.

Author: Eric Anderson, Scott Perkins

Statutory Authority: Code of Ala. 1975, §§ 15-22-21, 15-22-36, 15-22-37.

History: Repealed and New Rule: Published April 30, 2025; effective June 14, 2025.

640-X-A-6 Form ABPP-6: Request To View Public Records
(Repealed 6/14/2025).

(Repealed)

Author: Alabama Bureau of Pardons and Parole

Statutory Authority: Code of Ala. 1975, §§15-22-21, 15-22-37.

History: New Rule: Published January 31, 2020; effective March 16, 2020. **Amended (ABPP-2):** Published May 29, 2020; effective July 13, 2020. **Amended):** Published August 31, 2020; effective October 15, 2020. **Repealed:** Published April 30, 2025; effective June 14, 2025.