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The Commission assists the Board in the orderly processing of matters placed before the Board for consideration and action. The Commission conducts comprehensive, confidential investigations for applicants utilizing records and databases of state and federal courts, and multiple criminal justice agencies. The referral, assignment, and approval of all cases processed by the Commission are generated and managed by the clemency database. These detailed investigations provide a broad picture of the applicant's history and activities, which assist the Board in making informed decisions.

Individuals seeking any form of clemency must submit an application and required court documents to the Office of Executive Clemency. Information is also available on the clemency public website <https://fpc.state.fl.us/Clemency.htm> including application forms and instructions. Individuals may also check to see whether their rights have been granted. If granted, a copy of the certificate may be printed. A certificate granting the restoration of a person's civil rights is mailed to the individual. If found ineligible, a letter is sent explaining how the person may proceed. As of June 25, 2013, there have been 894,055 RCR website searches, 95,013 RCR certificates located, 61,054 RCR certificates printed, and 375,191 RCR certificates available. The Commission provides the Board's action to the Florida Department of State on a daily basis so that it may use the information for verification purposes with the Central Voter Registration Database.

RCR cases are classified as follows: *Without a Hearing* (Rule 9.A.) and *With a Hearing* (Rule 10.A.). *Without a Hearing* investigations are those where offenders are eligible for consideration only after five years have passed since the date of completion of all sentences and conditions of supervision imposed for all felony convictions, if no crimes have been committed and if the applicant has not been arrested for a misdemeanor or felony for the five years prior to the date the application is being reviewed. *With a Hearing* investigations are those where offenders are eligible for consideration only after seven years have passed since the date of completion of all sentences and conditions of supervision imposed for all felony convictions.

The Commission receives approximately 6,626 new clemency cases annually. In addition to the 13,252 new cases to be received during FY 2013-14 and FY 2014-15, there were 21,641 pending clemency cases on July 1, 2013. On average, a RCR *Without a Hearing* case takes 5.1 hours to complete. A RCR *With a Hearing* case, as well as pardons, firearms, commutations of sentence, and requests for review take an average of 13.8 hours to complete. A capital punishment case takes an average of 500 hours to complete. Of the 21,641 pending clemency cases on July 1, 2013, 19,732 cases will take an average of 13.8 hours to complete.





































