**Pardons and Restoration of Rights
Online User Guide**

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This page provides step-by-step information on how to create a Pardons and Restoration of Rights online account.

Step 1: Go to the [Pardons and Restoration of Rights](#) online page.

Individual accounts are necessary to protect personal information and ensure optimal service delivery.

If you work with an attorney or representative, they can create an account to manage your application. Shared accounts are not recommended.

Step 2: Click "Create Account."

Pardons and Restoration of Rights

Login with the Email address and password that you used to create your application.

Email Address *

Password *

Forgot Password?

Please confirm that you are not a robot by clicking the box below.

I'm not a robot
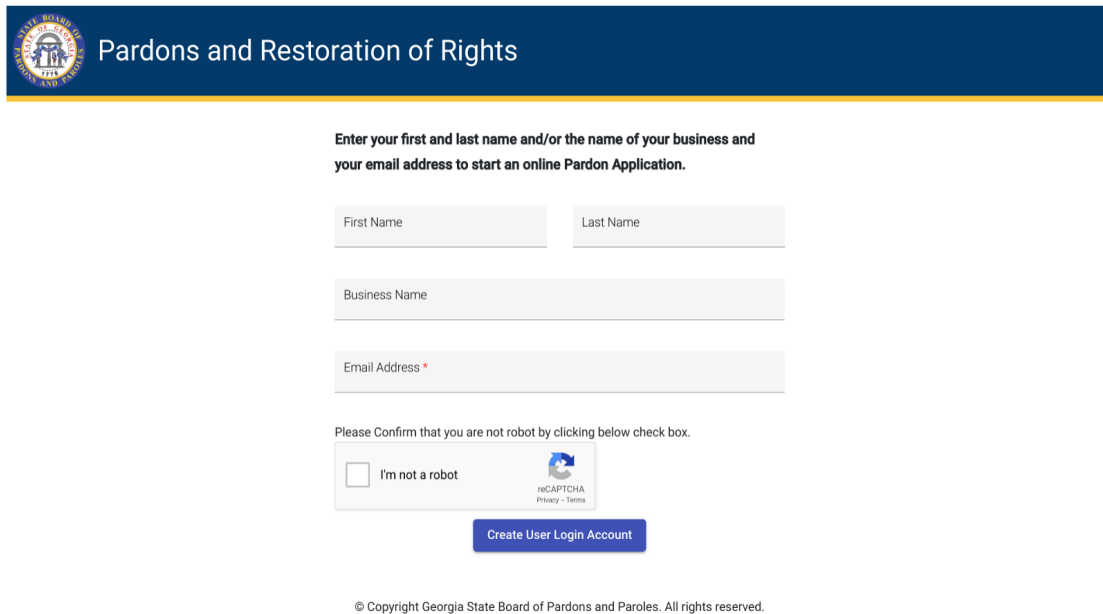reCAPTCHA
Privacy - Terms

Login

If you don't have an existing account, you will need to create a new account.

Create Account

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Step 3: Enter your information and Click "Create User Login Account."

Step 4: Confirm your account.

- We will send instructions to the email address you provided to continue with the registration of your account.

- Click the "Create Password" link to go to the Pardons and Restoration of Rights online page and create your online account password.

- If you do not receive the confirmation email in your inbox within 10 minutes, check your junk mail or spam folder.

Step 5: Create a password and click "Submit."

- Create a password for your online account. Passwords must be:
  - a minimum of eight characters;
  - contains a number;
  - an uppercase letter;
  - a lowercase letter and
  - one of the following special character $/:?{-~!"^_@`

- Enter and confirm your new password, then click "Submit."

Pardons and Restoration of Rights

Pardons and Restoration of Rights Application

Email
your.email@email.com

New Password *

Confirm New Password *

Passwords must be a minimum of eight characters, contains a number, an uppercase letter, a lower case letter, and one of the following special character $/:?(-~!"^_@`

Submit

Step 6: Enter the verification code and click "Submit."

- Every time you log in, you will receive a one-time verification code via email.

- Enter your one-time password in the "Identification Code" space, enter the password you created, and click "Submit."

- If you have not received your authentication code in 10 minutes, select "Request new Identification Code."

Pardons and Restoration of Rights

FirstName LastName ▾
Last Login: **10/12/2023 10:19 am**
Logout

To continue logging in, please follow the instructions below:

1. Please enter the Identification Code you received by email.

2. Enter your password and press Continue.

3. To request a new Identification Code, enter your password and click on the **Request New Identification Code** link below.

Identification Code

Password *

Submit

Request new Indentification Code

Step 7: Welcome to your Pardons and Restoration of Rights online account.
- Once you are logged in, you can create a new application.

Once you have created an online account, you can submit an electronic application for Pardons and Restoration of Rights, receive status updates throughout the process, and view details of the Board's decision.

How to Submit an Online Application:

Step 1: Select "Start a New Application".

Step 2: Enter the name of the person applying for the pardon, select the Pardon or Restoration of Rights types, and click "Continue".

Please enter the full name of the person that is applying for the pardon below:

(The name should be entered as it appears on court documents.)

First Name *

Middle Name

Last Name *

Suffix

Please make your selection(s) below to indicate the Type of Pardon or Restoration of Rights that you are requesting and then click "Continue":

☐ Restoration of Civil and Political Rights ?

☐ Restoration of Civil and Political Rights with Firearms ?

☐ Pardon ?

☐ Pardon with Firearms ?

☐ Registered Sex Offender Pardon ?

☐ Pardon Exception - Adoption/Custody/Foster Care/Day Care ?

☐ Pardon Exception - Section VIII (8) Housing ?

☐ Pardon Exception - Truck Driver ?

☐ Pardon Exception - Education ?

☐ Pardon Exception - Employment ?

☐ Pardon Exception - Immigration ?

☐ Pardon Exception - Peace Officer Standards and Training Council (POST) ?

Continue   Cancel

Step 3: Please complete each section of the Application.

Read the instructions in each section for information on completing the fields. You cannot apply until all application sections are completed.

Application #: 198   **Name of the Applicant:** FirstName LastName   **Start Date:** 10/12/2023   **Status:** Not Started

Type(s): Pardon, Pardon with Firearms

Please complete each section. If you haven't started working on a section, the status will show as "Not Started". Once you start a section, the status of that section will change to "In Progress". Once you complete the section, the status of that section will show as "Completed".

Application Section	Status
Instructions/FAQ	
Registered Sex Offender Instructions/FAQ	
Applicant Demographic Information	Not Started
Education Information	Not Started
Military Service	Not Started
Employment Information	Not Started
Substance Abuse and Mental Health History	Not Started
Civil and Financial Information	Not Started
Charitable and Community Activities	Not Started
Offense Details	Not Started
Justification for Consideration	Not Started
Attach Documents	Not Started

Submit Application   Add or Remove Application Types   📄 View Completed Application   Close

Step 4: Upload Supporting Documents.

You must provide documentation to verify the specific situation warranting the Board's action. The documents that are required for your application are indicated in the "Required or Optional" column.

Use these tips when uploading documents in the Attach Documents section:

- Files must be in PDF format. (No JPEG files allowed)
- Do not encrypt or password-protect your files.
- Files must not be larger than 10 MB in size.
- File names cannot contain special characters except hyphen(-) and underscore(_).

Pardons and Restoration of Rights

FirstName LastName ▾ Last Login: **10/12/2023 12:18 pm** Logout

Application #: 198	Name of the Applicant: FirstName LastName	Start Date: 10/12/2023	Status: In Progress
Type(s): Pardon, Pardon with Firearms			

Attach Documents

Attachments

The documents that are required to be uploaded for your application are indicated in the "Required or Optional" column.

Document Type	Required or Optional	Document Status
Certification and Personal Oath and Waiver	Required	Not Uploaded
Waiver to Release Information	Required	Not Uploaded
Proof of Identification (Copy of certified Birth Certificate, Valid US Passport, State and Federally issued ID, Certificate of Citizenship or Naturalization Certificate)	Required	Not Uploaded
Proof of Residency	Required	Not Uploaded
Criminal History (NCIC or GCIC)	Required	Not Uploaded
Certified Sentence Documents	Required	Not Uploaded
Proof of Employment (Paycheck Stub, Tax Return, Letter from Employer, Social Security Document)	Required	Not Uploaded
Medical Waiver	Required	Not Uploaded
Three Letters of Reference ❓	Required	Not Uploaded
Military DD214 or some other official document	Optional	Not Uploaded

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Upload Document

Uploaded Documents

Document Type	Uploaded Document	Uploaded Date	Comments	Virus Scanning Status	Delete

Items per page: 10 ▾   0 of 0   ‹ ›

Complete Documents Section   **Return to Main Menu**

Step 5: Submit your Application

Once you complete all application sections, you can view and print a PDF copy of your application by clicking "View Completed Application."

Click "Submit Application" to send your Pardon or Restoration of Rights application electronically.

Step 6: Check the Status of your Application.

Log in to your Pardons and Restoration of Rights online account for details on the status of your application.

Step 7: Respond to Requests for Additional Information.

While your case is pending, we may notify you by email if we need additional information.

Log into your Pardons and Restoration of Rights online account and click the Application # to view the details of your request for additional information.

Please make the necessary changes and provide the required documents for processing within 60 days, or your case will be closed.

Step 8: Receive a Decision

We will notify you by email when the Board decides on your application.

Your Pardons and Restoration of Rights online account will indicate when the Board's decision is complete. If an order for Pardons or Restoration of Rights is issued, the order will be attached to the Board Decision email.

Forgotten Password

You can reset your password by going to the Login page, entering your email address, and selecting the "Forgot Password?" link.

We will send instructions to your registered email address to reset your password. Click the "Reset Password" link in the email to go to the Pardons and Restoration of Rights online page and create a new online account password.

Need Assistance:

For technical support with your online account, please send an email to: Pardon.Inquiries@pap.ga.gov.

Visit our website at pap.ga.gov for information about the Pardons & Restoration of Rights process.

If you have questions about the application process or application status, please send an email to: Pardon.Inquiries@pap.ga.gov.