



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

### **Table of Contents**

---

[Table of Contents](#)

[How to Create an Account](#)

[How to Submit an Online Application](#)

[Managing your online Account](#)



## Pardon Administration Module Online User Guide

### How to Create an Account

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.

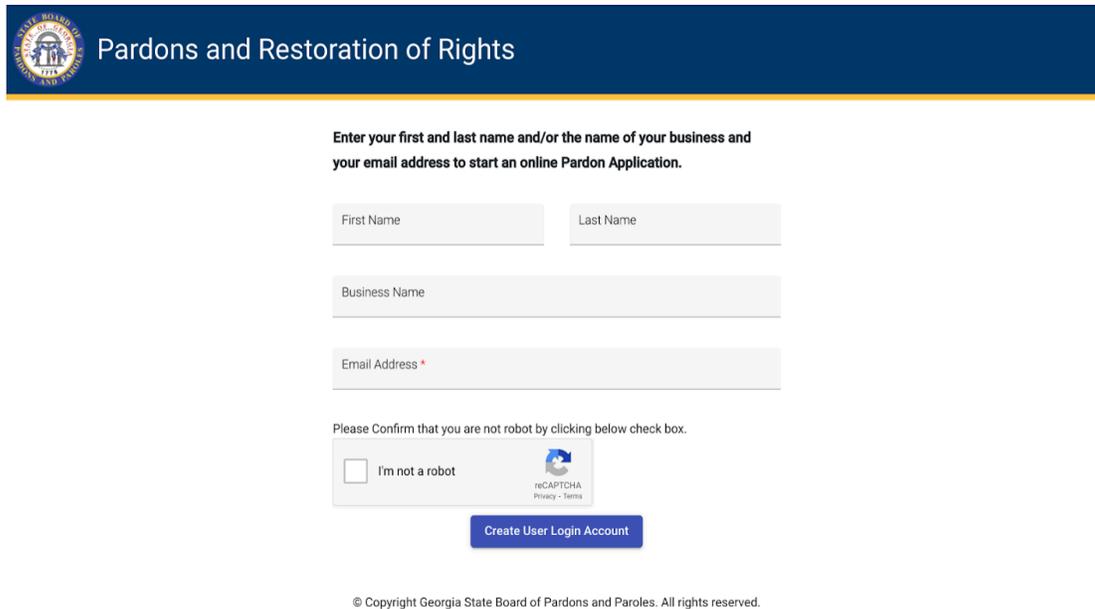
I'm not a robot  reCAPTCHA  
Privacy - Terms

Login

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

[Create Account](#) ←

### Step 3: Enter your information and Click “Create User Login Account.”



The screenshot shows a web form titled "Pardons and Restoration of Rights" with the Georgia State Board of Pardons and Paroles logo. The form includes fields for "First Name", "Last Name", "Business Name", and "Email Address". Below these fields is a CAPTCHA section with the text "Please Confirm that you are not robot by clicking below check box." and a checkbox labeled "I'm not a robot". A blue button labeled "Create User Login Account" is positioned below the CAPTCHA. At the bottom of the page, there is a copyright notice: "© Copyright Georgia State Board of Pardons and Paroles. All rights reserved."

### 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

© Copyright Georgia State Board of Pardons and Paroles. All rights reserved.

### 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 Identification Code](#)

© Copyright Georgia State Board of Pardons and Paroles. All rights reserved.

### Step 7: Welcome to your Pardons and Restoration of Rights online account.

- Once you are logged in, you can create a new application.



## Pardon Administration Module Online User Guide

### How to Submit an Online 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".

State Board of Pardons and Paroles of Georgia

Pardons and Restoration of Rights

FirstName LastName ▾

Last Login: 10/12/2023 10:53 am

Logout

Welcome **FirstName LastName**

You don't have any existing applications. Please click the button below to create a new application.

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) ?

© Copyright Georgia State Board of Pardons and Paroles. All rights reserved.

### 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.



<b>Application #:</b> 198	<b>Name of the Applicant:</b> FirstName LastName	<b>Start Date:</b> 10/12/2023	<b>Status:</b> Not Started
<b>Type(s):</b> 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
<a href="#">Instructions/FAQ</a>	
<a href="#">Registered Sex Offender Instructions/FAQ</a>	
<a href="#">Applicant Demographic Information</a>	Not Started
<a href="#">Education Information</a>	Not Started
<a href="#">Military Service</a>	Not Started
<a href="#">Employment Information</a>	Not Started
<a href="#">Substance Abuse and Mental Health History</a>	Not Started
<a href="#">Civil and Financial Information</a>	Not Started
<a href="#">Charitable and Community Activities</a>	Not Started
<a href="#">Offense Details</a>	Not Started
<a href="#">Justification for Consideration</a>	Not Started
<a href="#">Attach Documents</a>	Not Started

© Copyright Georgia State Board of Pardons and Paroles. All rights reserved.

## 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 spaces or special characters except hyphen(-) and underscore(\_).

 **Pardons and Restoration of Rights** FirstName LastName ▾ Last Login: 10/12/2023 12:18 pm Logout

<b>Application #:</b> 198	<b>Name of the Applicant:</b> FirstName LastName	<b>Start Date:</b> 10/12/2023	<b>Status:</b> In Progress
<b>Type(s):</b> 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
<a href="#">Certification and Personal Oath and Waiver</a>	Required	Not Uploaded
<a href="#">Waiver to Release Information</a>	Required	Not Uploaded
<b>Proof of Identification</b> (Copy of certified Birth Certificate, Valid US Passport, State and Federally issued ID, Certificate of Citizenship or Naturalization Certificate)	Required	Not Uploaded
<b>Proof of Residency</b>	Required	Not Uploaded
<b>Criminal History (NCIC or GCIC)</b>	Required	Not Uploaded
<b>Certified Sentence Documents</b>	Required	Not Uploaded
<b>Proof of Employment</b> (Paycheck Stub, Tax Return, Letter from Employer, Social Security Document)	Required	Not Uploaded
<a href="#">Medical Waiver</a>	Required	Not Uploaded
<b>Three Letters of Reference ?</b>	Required	Not Uploaded
<b>Military DD214 or some other official document</b>	Optional	Not Uploaded

Items per page: 10 ▾ 1 - 10 of 16 < >

[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.

Pardons and Restoration of RightsFirstName 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

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
<a href="#">Instructions/FAQ</a>	
<a href="#">Registered Sex Offender Instructions/FAQ</a>	
<a href="#">Applicant Demographic Information</a> ✓	Completed
<a href="#">Education Information</a> ✓	Completed
<a href="#">Military Service</a> ✓	Completed
<a href="#">Employment Information</a> ✓	Completed
<a href="#">Substance Abuse and Mental Health History</a> ✓	Completed
<a href="#">Civil and Financial Information</a> ✓	Completed
<a href="#">Charitable and Community Activities</a> ✓	Completed
<a href="#">Offense Details</a> ✓	Completed
<a href="#">Justification for Consideration</a> ✓	Completed
<a href="#">Attach Documents</a> ✓	Completed

Submit Application Add or Remove Application Types View Completed Application Close

© Copyright Georgia State Board of Pardons and Paroles. All rights reserved.

## 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.

Pardons and Restoration of RightsFirstName LastName ▾ Last Login: 10/12/2023 12:18 pm Logout

Welcome **FirstName LastName**

We have found the following existing applications associated with your user account:

Filter

Application #	Application Type	Name of the Applicant	Application Start Date	Application Status	Download Attachments
198	Pardon →	FirstName LastName	10/12/2023	Parole Board Processing	

Items per page: 5    1 - 1 of 1    < >

Start a New 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.

The screenshot shows the user interface for the Pardons and Restoration of Rights system. At the top, there is a header with the state seal, the text "Pardons and Restoration of Rights", and user information including "FirstName LastName" and "Last Login: 10/12/2023 02:38 pm". Below the header, a welcome message says "Welcome FirstName LastName". A message states "We have found the following existing applications associated with your user account:" followed by a "Filter" button. A table lists applications with columns: Application #, Application Type, Name of the Applicant, Application Start Date, Application Status, and Download Attachments. One application is highlighted with a red box: Application # 198, Application Type Pardon →, Name of the Applicant FirstName LastName, Application Start Date 10/12/2023, and Application Status Awaiting Information From Applicant. Below the table, there is a "Start a New Application" button and pagination information: "Items per page: 5" and "1 - 1 of 1".

Please make the necessary changes and provide the required documents for processing within 30 days, or your case will be closed.

The screenshot shows the details page for application # 198. At the top, there is a header with the state seal, the text "Pardons and Restoration of Rights", and user information including "FirstName LastName" and "Last Login: 10/12/2023 02:38 pm". Below the header, the application details are displayed: "Application #: 198", "Name of the Applicant: FirstName LastName", "Start Date: 10/12/2023", and "Status: Awaiting Information From Applicant". The application type is listed as "Type(s): Pardon, Pardon with Firearms". A red arrow points to a section titled "More information is required. Please acknowledge after completion." which contains a "Reason" and an "Acknowledge Completion" checkbox. The reason text reads: "[10/12/2023] The applicant did not provide three letters of reference. You failed to submit the required three letters of reference - All three letters should be from non family members, indicate how long the writer has known you and indicate why you are deserving of restoration of your firearm rights. Each letter must contain the reference's address and phone number as an investigator may contact the reference to validate authenticity. All letters should be dated, signed by the reference and notarized." Below this, there is a table of application sections and their status. The sections listed are: Instructions/FAQ, Registered Sex Offender Instructions/FAQ, Applicant Demographic Information (Completed), Education Information (Completed), Military Service (Completed), Employment Information (Completed), Substance Abuse and Mental Health History (Completed), Civil and Financial Information (Completed), Charitable and Community Activities (Completed), Offense Details (Completed), Justification for Consideration (Completed), and Attach Documents (Completed). At the bottom, there are buttons for "Submit Application", "Add or Remove Application Types", "View Completed Application", and "Close". A copyright notice at the bottom reads: "© Copyright Georgia State Board of Pardons and Paroles. All rights reserved."

## 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.

The screenshot shows the user interface of the Pardons and Restoration of Rights online account. At the top, there is a dark blue header with the Georgia State Board of Pardons and Paroles logo on the left, the text "Pardons and Restoration of Rights" in the center, and user information on the right including "FirstName LastName", "Last Login: 10/12/2023 02:51 pm", and a "Logout" link.

Below the header, a welcome message reads "Welcome **FirstName LastName**". A notification states "We have found the following existing applications associated with your user account:" followed by a "Filter" button.

The main content is a table with the following data:

Application #	Application Type	Name of the Applicant	Application Start Date	Application Status	Download Attachments
198	Pardon →	FirstName LastName	10/12/2023	Decision Complete	Download icon

Below the table, there is a pagination control showing "Items per page: 5" and "1 - 1 of 1". A blue button labeled "Start a New Application" is positioned below the table.



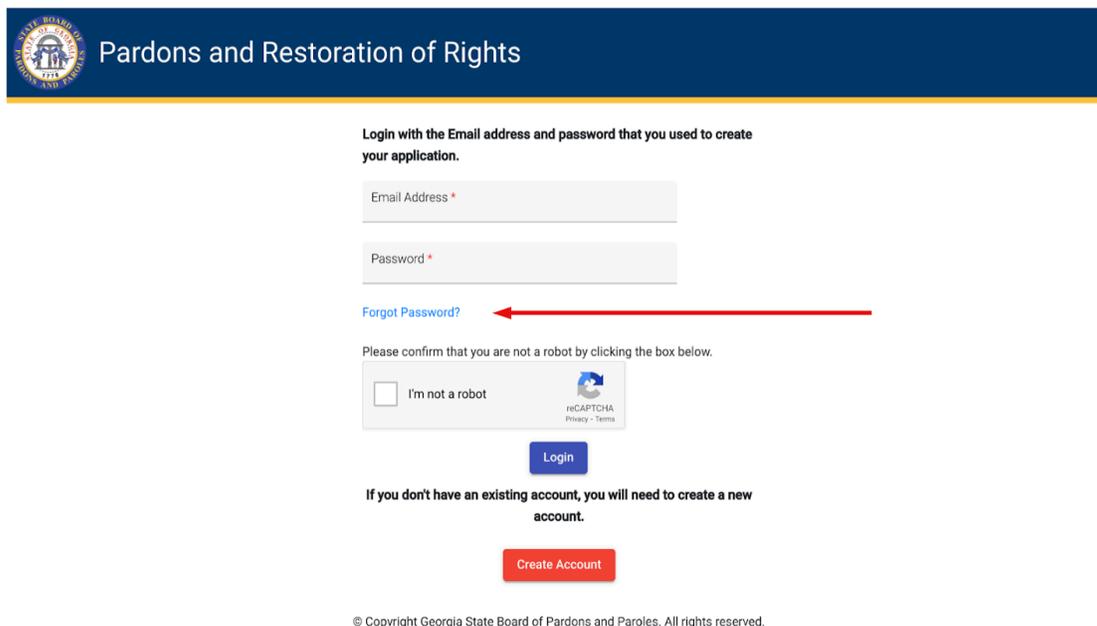
## Pardon Administration Module Online User Guide

### Managing your Online Account

---

#### Forgotten Password

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



**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

© Copyright Georgia State Board of Pardons and Paroles. All rights reserved.

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](mailto:Pardon.Inquiries@pap.ga.gov).

Visit our website at [pap.ga.gov](http://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](mailto:Pardon.Inquiries@pap.ga.gov).