

## City of Omaha Pardon Request Instructions and Guidelines

- The Mayor is only able to pardon convictions involving violations of Omaha City Ordinance contained in Chapter 20. These violations are low grade misdemeanors like theft, prostitution, trespassing and many others. If you are uncertain whether your violation(s) meet this criterion, complete a Pardon Request Form and the assigned investigator will make this determination.
- The Mayor is unable to pardon anyone convicted of any violation of State Statute. Such violations include all felony convictions and many misdemeanor convictions. Violations of State Statute must be pardoned by the State Pardon Board in Lincoln, NE. For more information phone 402-479-5726 or visit their website at <http://www.pardons.state.ne.us/>
- To request a mayoral pardon, complete a Pardon Request Form that can be obtained from the Mayor's Receptionist (Civic Center, 1819 Farnam Street, 3<sup>rd</sup> floor) or from the City Prosecutor on the 2<sup>nd</sup> floor of the Hall of Justice, 402-444-4516. You must then submit the completed form, via mail or in person, to the Omaha City Prosecutor (Hall of Justice, 1819 Farnam Street, 2<sup>nd</sup> floor, Omaha NE, 68183). You may also scan the Pardon Request Form along with any accompanying documents and email them to the Omaha City Prosecutor at [prosecutor@cityofomaha.org](mailto:prosecutor@cityofomaha.org). Please label all packets submitted to the Prosecutor with, "Pardon Request".
- The City Prosecutor's Office will review your application and make a recommendation to the Mayor. The review will include an examination of your criminal history, consideration of the amount of time that has lapsed between the commission of the crime and your pardon, and any letters of support or other materials you may include.
- If yours is an offense against persons or property (assault, theft, etc.), a letter from the victim stating restitution has been made or justice has been served will be beneficial to you as the Mayor decides whether a pardon is justified. However, we understand that in some cases this will not be possible.
- It usually takes about one month to complete the pardon process. A letter will be sent advising you of the final disposition.