

INSTRUCTIONS FOR COMPLETING A CERTIFICATE OF EMPLOYABILITY APPLICATION

ELIGIBILITY

This application is for individuals who have been convicted of a crime *and* are a current resident of the State of Connecticut. The following rules apply:

- If you are currently incarcerated you do not qualify.
- If you are currently under supervision by the Department of Correction's Parole and Community Services Division and have successfully completed 90 days of supervision.
- If you have successfully completed your sentence, are not currently under supervision, have no new arrest(s) and have been in the community for a minimum of 90 days.

A Certificate of Employability is for employment and licensure purposes only. This does not erase your criminal history. You can only apply for a Certificate of Employability with the Board of Pardons and Paroles (BOPP) if you meet the above criteria.

HOW TO PREPARE AND SUBMIT THIS CERTIFICATE OF EMPLOYABILITY APPLICATION

1. You can fill the form on line and print. If you cannot type your application responses, please print legibly. Responses that are not legible (able to be read) may delay a decision on your application or result in your application being denied.
2. Please use binder or paper clips to keep the pages of your application together when you submit your application. **DO NOT staple or place your application in bound folders.** Please make sure that each document that you include in your application has your name and date of birth on it, and make sure that your application is in the following order:
 - a. The Application with page 5 notarized.
 - b. A Photocopy of your driver's license or State I.D.
 - c. Any other documentation or paperwork that you wish to include for the BOPP to consider (certificates, diplomas, resumes, evaluations, etc.).
 - d. Supervising Officer Questionnaire
3. You are expected to answer all questions on this application truthfully. The BOPP will be doing a thorough criminal background check on every person who applies for a BOPP-issued Certificate of Employability, and will talk to your Parole Officer. Please note that lying or leaving out any information asked for on this application can be grounds to deny your application.
4. Mail your application and any other documents or paperwork that you want the Board of Pardons and Paroles to consider to:

Board of Pardons and Paroles
Attn: Pardons Unit
55 West Main Street, Suite 520
Waterbury, CT 06702

Applications will be reviewed in the order that they are delivered to the Board of Pardons. NO APPLICATIONS WILL BE ACCEPTED IN PERSON. It is highly recommended that you make a copy of all of the documents and paperwork that you mail to the Board of Pardons and Paroles to keep for your personal records because the Board of Pardons will not return any documents or paperwork that it receives. It is also highly recommended that you send your application by certified mail. The BOPP is not responsible for applications that are lost if they are not sent by certified mail. If you have any questions or need any help completing your application, please call the BOPP office at 203-805-6643 or talk to your Supervising/Parole Officer.