



NATIONAL PARDON CENTRE

Dear Client,

Thank you for choosing the National Pardon Centre. We would like to get working on your case ASAP. Please complete the necessary documentation and return to us at your earliest convenience.

We require you to

1. Complete the client information sheet as much as you can. Don't worry if it isn't complete.
2. Sign the authorization agreement.
3. Complete the required Information for USA Entry Waiver sheet
4. Do not forget that we will require a set of fingerprints if you are unable to visit one of our offices.
5. Keep the Required Documents for USA Entry Waiver with you for your reference.
6. Return by mail or courier to the office nearest to you.

If you have any questions or concerns we are available to discuss them with you.

Sincerely,

National Pardon Centre

1-866-242-2411

info@nationalpardon.org

Please forward your completed application to the NPC office nearest to you.

TORONTO

National Pardon Centre
#1503 - 2 Carlton St.
Toronto, ON M5B 1J3

MONTREAL

National Pardon Centre
#650 – 2000 Peel St.
Montreal, QC H3A 2W5

CALGARY

National Pardon Centre
#1100 - 910, 7th Avenue SW
Calgary, AB T2P 3N8



NPC Client Information Sheet

First Name: _____ Middle: _____ Last: _____
 Any Other Names: _____ Sex: M / F
 Phone Numbers: Work: () _____ Home: () _____ Cell: () _____
Please circle the area code of any number that requires discreet contact procedures
 Email : _____ I prefer to be contacted by: Phone / Email

Have you ever been:

- | | | | |
|---|-----|---------------------------------------|-----|
| 1. Questioned about your criminal record at the border? | Y/N | 1. Have you served in the Cdn Forces? | Y/N |
| 2. Refused entry to the United States? | Y/N | 2. Are you currently serving? | Y/N |
| 3. Deported from the United States? | Y/N | 3. If Yes provide unit address: | |
| 4. Arrested in the United States? | Y/N | _____ | |
| | | _____ | |

If you have answered yes provide brief explanation:

4. If Yes provide Military #: _____

Date of Birth: (YYYY/MM/DD): _____ Place of Birth (City/Prov/Country): _____

Drivers License #: _____ Province of Origin: _____

Please provide a copy of TWO pieces of government issued ID with your application.

If born outside Canada indicate your current immigration status: _____

Your address must account for the last 10 years. Attach additional sheet or use the back of this form if necessary.

Current Mailing Address:

Date Moved In (YYYY/MM): _____

Moving Soon? Y/N

Previous Mailing Address:

Date Moved In (YYYY/MM): _____

Date Moved Out (YYYY/MM): _____

For a Pardon we require your current employer only. For a US Waiver we require employer details for the past 5 years.
 Attach additional sheet or use the back of this form if necessary.

Current Employment (Name and Address):

Work Start Date (YYYY/MM): _____

Job Title: _____

Previous Employment (Name and Address):

Start (YYYY/MM) : _____ End (YYYY/MM): _____

Job Title: _____

Required Information for USA Entry Waiver

Please complete to the best of your abilities and return this form to the National Pardon Centre.

Client Name:	Date:
Father's Full Name:	Father's Place of Residence (city, country):
Father's Place of Birth (City, country)	Father's Date of Birth:
Mother's Full Name (include maiden name):	Mother's Place of Residence (city, country):
Mother's Place of Birth (city, country):	Mother's Date of Birth:
Spouse's Full Name (include maiden name):	Spouse's Date of Birth:
Spouse's Place of Birth (city, country):	Place and Date of Marriage (city, country, month, year):
Former Spouse's Full Name (include maiden name):	Former Spouse's Date of Birth:
Place and Date of Marriage (city, country, month, year):	Place and Date of Termination (city, country, month, year):
List all countries where you currently hold citizenship:	

Have you ever applied for a US waiver in the past? Y/N If yes explain when and where you submitted the application(s)

Have you ever been granted a US entry waiver? Y/N If yes please provide a copy of your past entry waiver(s)

If yes when? (YYYY/MM) _____ Submitted to which port of entry? _____

Have you ever stayed in the United States for a period of six months or more? Y/N

If yes, when, for how long, and under what immigration status? _____

US Social Security Number (if applicable): _____

Have you (or has someone acting in your interest) ever applied for a US immigration benefit? (Work Visa, Green Card, etc.)

If yes, please provide details: _____

Has the United States Government ever denied, refused, or revoked an immigration benefit (such as a visa)?

If yes please provide details: _____

Have you ever been arrested or charged for any violation of law (criminal or otherwise) outside of Canada? If yes please provide details:

Purpose of travelling to the United States (work/travel/etc.) Include a brief explanation:

Required Documents for USA Entry Waiver Application

The following items are required for your application to enter the United States. Please be advised that these items are not immediately required when starting your application. You should first return fingerprints and all other documents to the National Pardon Centre. These items can wait.

1. Proof of Employment:

If you are currently employed a letter from your employer and a T1 slip or notice of assessment are required. The letter should be addressed "To whom it may concern." Your employer does not need to know the purpose of this letter but it should include the following details: **Occupation, duration of employment and a brief description of job responsibilities.**

2. Profession:

If you are currently unemployed we will require explanation for one of the following:

- Self Employment: T1 slip required
- Student: Letter of registration required
- Retired: Personal letter of explanation: indicate previous work experience, date retired, etc
- Unemployed: Personal letter indicating the reasons you are not working

3. Applicant's Letter:

A letter explaining the details of your criminal record, or reason you require a USA entry waiver is required. It should be approximately 1 page in length. The following should be included in this letter:

- The circumstances surrounding your arrest (or reason you are banned from the United States)
- The reasons these events occurred
- Regret for having made mistakes
- How the situation has changed you and made you more law-abiding
- Strong ties to Canada ex. home ownership, employment, family, friends, etc.,
- The reason for your trip to the United States

4. Identification:

A passport or birth certificate is required for Canadian citizens. If you are not a Canadian citizen your immigration documents are required.

5. Drug Offence Documents:

If your criminal record or reason for exclusion from the United States includes drug offences you will be required to provide proof that you are drug free. Speak with a counselor at the National Pardon Centre about this. If nothing drug related exists then this is not required.

6. Reference Letters:

You will be required to supply three letters of reference indicating that you are law-abiding and of good character. These letters should be written by friends and colleagues. Letters from family members are strongly discouraged.



NATIONAL PARDON CENTRE

SERVICE AND AUTHORIZATION AGREEMENT

- I authorize the National Pardon Centre to act on my behalf for the purpose of obtaining a Canadian pardon, purge and/or file destruction from the Government of Canada, and/or for the purpose of obtaining a USA Entry Waiver from the Department of Homeland Security.
- I give permission for the National Pardon Centre to communicate with all government offices necessary for the completion of my file, including the RCMP, regional and local police, courts, DHS and PBC in addition to any government related office that may be required.
- I understand that further criminal activity, occurring while my Pardon application is in process, will result in a significant postponement on my eligibility, and I further understand that any delay caused by my own activity will result in additional charges.
- I understand that this process cannot be guaranteed to be completed within a specific amount of time and that any time frame provided by the National Pardon Centre is an average based on current and past cases.
- I understand the price structure of the services provided by the National Pardon Centre and that service charges are for the preparation of applications only, and that the National Pardon Centre has no authorization in granting or refusing Canadian pardons, purges, file destructions or USA Entry Waivers. Decisions rest solely with the appropriate government bodies.

Name (print): _____

Signature: _____

Date: _____