

# Restore Your **V**ote

A PROJECT OF CAMPAIGN LEGAL CENTER

## **MANUAL FOR CIVIL RIGHTS RESTORATION**

A Manual to Help People with Convictions Vote in Arizona

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For more information or assistance contact 202-736-2200 or  
[RestoreYourVote@CampaignLegalCenter.org](mailto:RestoreYourVote@CampaignLegalCenter.org) or visit [www.Restoreyourvote.org](http://www.Restoreyourvote.org)

## Introduction

In Arizona, the law regarding which people with past criminal convictions can and cannot vote has been confusing. Whether a person can vote depends on how many felony convictions they have, whether they are able to pay restitution, whether they have completed their sentence(s), and how long it's been since they completed any prison time. Moreover, some people who are eligible to get their right to vote back after a conviction are required to file a request to restore their right – a process that many do not know about. As a result, many Arizonans with past convictions who are eligible to vote simply do not know that they can participate.

But a little bit of education and outreach will go a long way to assisting people to exercise their fundamental right to vote. This manual is designed to arm citizens with convictions, activists, and advocates with all the tools you'll need to help people in Arizona know if they can vote or restore their right to vote

Felony disenfranchisement laws silence the voices of over 6 million citizens who are banned from the polls today. As many as 75 percent of these disenfranchised voters are no longer in prison but are not able to vote.

Citizens with past felony convictions work and pay taxes, and should have a say in deciding their community's and the nation's laws that directly impact their lives. Denying these citizens with past felony convictions the opportunity to fully integrate as members of society sends the message that they will permanently be treated as second-class citizens. Studies have shown that restoring the vote to persons leaving prison could aid their transition back into community life.

Felony disenfranchisement laws were frequently deliberately designed to disempower minority voters. They continue to disproportionately impact People of Color and distort our democracy. Disenfranchisement not only impacts individual with past convictions; it also disempowers the minority communities to which many belong.

Some U.S. states have no restrictions on voting, while others have a lifetime ban upon conviction. Twelve states, including Arizona, permanently disenfranchise some or all citizens convicted of felony offenses.

Based on the most recent estimates Arizona's law disenfranchises over 233,816 people in the state: 4.86% of the entire state-wide voting-age population but 12.69% of the adult Black male voting-age population. The Latinx community is also disproportionately impacted, making up thirty-three percent of all disenfranchised persons in the state.

The good news is that for many people with convictions, their voting rights can be restored. If a person only has a single felony conviction, they are automatically eligible to register to vote again once they have served their time, including probation and parole, and paid off any restitution related to their sentence. For those with multiple convictions or who owe restitution, once they have completed their sentence, they can restore their right to vote by applying with the appropriate county clerk.

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This manual first details how you can determine what a person's path to rights restoration will look like: if they ever lost their right to vote, if it has been automatically restored, and whether and how they can apply to have it restored. It also includes template versions of the paperwork a person may need to complete and contact information for some groups who can help further.

We hope that this information and material will be of use to those who seek to strengthen democracy and their communities by empowering those whose voices have been silenced by felony disenfranchisement.

### **Working with Disenfranchised Citizens**

When assisting people with convictions, it is important to keep in mind that they may have particular sensitivities and privacy concerns. So, please:

- Respect their humanity with your words. Never define people by their criminal records; do not call people "felons," "convicts," "ex-felons," etc. Listen to how people identify themselves and, when in doubt, use people-first language (e.g., "people with felony convictions").
- Be welcoming and personable. Understand that there can be guilt and stigma associated with having a criminal record.
- Be patient. The person you are helping may be emotional or nervous in recalling the details of their conviction. Be aware that other issues may be involved, such as mental health concerns or disability. The person may need assistance with reading and writing.
- Respect the privacy of the person you are assisting. Keep the conversation private by speaking at a reasonable volume and finding a space away from others. All assistance should be confidential.
- Don't pry into their personal business. Questions of innocence or morality regarding their conviction are irrelevant to rights restoration and should not be discussed.
- Do not pass judgment. It is important to enter this work aware of your own biases. Be mindful of your tone of voice and facial expressions. Do not talk down to the people you are assisting. The bottom line is to remember that all people deserve dignity and respect.

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## The Path to Rights Restoration

This section details the steps to determining the voting rights of people with convictions in Arizona. It will help you determine whether an individual has the right to vote or has the ability to restore their right to vote. It includes many details to thoroughly give information about a range of possible situations. But for most people, rights restoration is not complicated and many of these footnotes and tips will not apply. Helping a person with just one felony conviction restore their rights can be as simple as asking if they have completed their sentence and paid their restitution. If they have, they can immediately register to vote. For people who have multiple convictions, they will need to restore their right by application, if they are eligible.

After you have read through this section or helped a few people through the process, it may be easier to refer to the short Rights Restoration Worksheet and the following flow chart when assisting a person with a conviction.

### **Step 1: Where were they convicted of a felony?**

Under Arizona law, all people who are convicted of felonies lose the right to vote unless they have been “restored to civil rights.”<sup>1</sup> For Arizonans with convictions from other states, this means they can follow the rights restoration process of that state which are often less restrictive than Arizona’s. If their conviction(s) were in Arizona or Federal court, they will have to rely on Arizona’s rights restoration process. If they have a mix of one or more in state or federal and one or more out of state, you should consider each jurisdiction in turn, analyzing the out of state convictions separately; their rights will need to have been restored in each jurisdiction to vote again.

#### **A. They only have conviction(s) from another state.**

If their civil rights, including the right to vote, right to run for office, and right to serve on a jury, have been restored in that state, they can vote in Arizona. Reach out to the Restore Your Vote hotline for help with that determination. If not, they may need to take some affirmative rights restoration action in the state of conviction (RestoreYourVote will help with those next steps).

#### **B. They only have convictions from Arizona state court or federal court.**

They will need to rely on Arizona’s process to restore their right to vote. Move ahead to step 2 to determine if their rights have already been restored.

#### **C. They have a mix of Arizona/Federal and out-of-state convictions.**

Take each jurisdiction separately. They will need to have had their voting rights restored under the law of each jurisdiction to be able to vote in Arizona. *If they have only one conviction in Arizona or Federal court but also one or more in another state, you can consider them as only having one conviction for purposes of Arizona’s restoration*

<sup>1</sup> Ariz. Const. Art. 7, § 2(c) (1910); Ariz. Rev. Stat. 16-101-05.

*process.*

**Step 2: Determine whether their voting rights have already been restored.**

Ask the person you are helping if they have a single or multiple felony convictions. The answer will determine whether their voting rights will be automatically restored or if they will have to apply to get them back.

Misdemeanors and traffic violations are not relevant, only felony convictions. If a person only has misdemeanors or other violations, they never lost the right to vote and can register immediately. If a person is incarcerated but awaiting trial and has no felony convictions yet, they can register and vote even if they are in jail

**A. If they have only one felony conviction:**

If a person only has one felony conviction, their voting rights will be automatically restored once they have:

(1) been discharged from their sentence, including probation and parole

AND

(2) paid off any court ordered restitution from the conviction.<sup>2</sup>

If they have met both of these conditions, their voting rights are automatically restored and they can register to vote.<sup>3</sup> More information on registering to vote, documentary proof of citizenship, and voter ID can be found on the voter registration form (page 14).

If they have not met one or both of these conditions, they can petition for rights restoration – **skip to step 3.**

**B. If they have more than one felony conviction:**

their voting rights will not be automatically restored. They may be able to petition for rights restoration – **skip to step 3.**

**Tip:** If they have multiple felony convictions from the same incident or case, it is still considered multiple felony convictions.

**Step 3: Petition for Rights Restoration (for those who do not qualify for automatic restoration)**

If someone has multiple convictions, their voting rights will not be automatically restored. However, they may be eligible to apply to restore their right to vote through a

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<sup>2</sup> Fines or fees, separate from restitution, should not be a barrier to automatic voting rights restoration. Ariz. Rev. Stat. § 13-907.

<sup>3</sup> *Id.*

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simple application process. Whether they are eligible depends on whether they have completed their sentence and whether they served time in prison. If eligible, how and where to apply depends on which jurisdiction convicted them.

### **A . Determine eligibility for rights restoration by petition**

To be eligible for rights restoration, a person must meet both of the following criteria:

- i. **They have completed their sentence including prison time, probation, and parole.**<sup>4</sup>
- ii. **If they served any prison time, two years must have passed since their absolute discharge.** If they served any parole after prison, that means they must wait until two years after completing parole.<sup>5</sup> If they were only ever sentenced to probation (no prison time), they may apply for rights restoration immediately upon being discharged from probation.<sup>6</sup>

### **B. How to apply**

If someone meets the eligibility for rights restoration, they may apply to restore their rights with the appropriate county clerk of court – see below for information on where to apply. They should file one form with each of the appropriate clerks that lists all of the convictions over which that clerk has jurisdiction. If their convictions are covered by different jurisdictions, they must file a separate form with each clerk. Some counties have their own form; where possible they should use the form of the corresponding county. Pima County’s form on page 19, Maricopa County’s on 21, and a generic petition for other counties on page 18.

The petitions include a place to submit other information that the court could take into consideration, such as successful re-entry into society: job, leadership responsibilities, caretaking responsibilities (children, elderly, disabled), schooling, housing, and/or

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<sup>4</sup> Ariz. Rev. Stat. § 13-908. There is nothing in the Arizona statutes that requires a person who was only sentenced to probation to pay off their fines, fees, and restitution before applying for rights restoration. However, we believe that some judges and the DOC may be effectively requiring this, nonetheless. If a person has been discharged from probation but still owes fines and fees and would like to apply to restore their right to vote, please ask them to contact us. See Arizona Dept. of Corrections, “Release Types” [https://corrections.az.gov/release-types#ab\\_discharge](https://corrections.az.gov/release-types#ab_discharge); see also, “Request for Absolute Discharge” at ¶ 4, [https://corrections.az.gov/sites/default/files/absolute\\_discharge\\_form\\_082114.pdf](https://corrections.az.gov/sites/default/files/absolute_discharge_form_082114.pdf).

<sup>5</sup> Ariz. Rev. Stat. § 13-908.

<sup>6</sup> *Id.*

<sup>7</sup> Maricopa County’s form has not been updated since the new law passed in 2019 and still states that restorations will not be granted to individuals who owe legal financial obligations except in extraordinary circumstances. That is contravenes the new law. If you are helping someone who is denied rights restoration solely on the basis of outstanding fines, fees, or restitution, please contact us.

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volunteer work. Including positive changes made since release and why it is important to have one's civil rights/voting rights restored may improve the petition.

If the person served prison time, they must include the certificate of absolute discharge with their application. If they only served probation and have documentation of their discharge from probation, they should include that. For residents of Maricopa County, you will need the date that you completed probation; you may obtain the date from the Maricopa County Probation Office, 602-506-7249.

If a person does not have a copy of their absolute discharge, it can be requested through the department of corrections. That form is included on page 14 and can also be found here: [https://corrections.az.gov/sites/default/files/absolute\\_discharge\\_form\\_082114.pdf](https://corrections.az.gov/sites/default/files/absolute_discharge_form_082114.pdf). That form may be signed with an e-signature and mailed to [ADCABSDISCH@azadc.gov](mailto:ADCABSDISCH@azadc.gov). The absolute discharge can also be obtained in person by visiting the Records Department, Arizona Department of Corrections, 1601 West Jefferson Street, Phoenix, AZ 85007.

To check the status of your request, call Central Office Records at 602-542-3277.

Requests for absolute discharges may take up to 4-6 weeks to process.

### **C. Where to file**

Where to file the application for rights restoration depends on which court issued the felony convictions for the applicant. If multiple convictions were issued by separate courts, one form should be filed in each place. Those forms may list all the relevant convictions for that court. They should be filed with the clerk of court. A list of the addresses of each county's clerks of court can be found in the index.

- If the conviction was in Arizona state court, the petition should be filed in the county of conviction.

- If the conviction was in Federal (United States) court, the petition should be filed in the Arizona county where the person resides.

The petition for rights restoration is at the discretion of the judge. That means that they might not always restore voting rights for people who apply. The result can take up to 90 days.

#### **Tip: How to look up records in Arizona**

**For Pima County:**

To check on fines/fees if you know the case number(s): Call the Pima County Superior Court Clerk's Office Criminal Unit is (520) 724-3228.

For more information or assistance contact 202-736-2200 or [RestoreYourVote@CampaignLegalCenter.org](mailto:RestoreYourVote@CampaignLegalCenter.org) or visit [www.Restoreyourvote.org](http://www.Restoreyourvote.org)

To find a case number for pre-2000 convictions: Call the Pima County Superior Court Clerk's Office Legal Records 520-724-3240.

To find case numbers for convictions in the Pima Consolidated Justice Court post-2000: search <https://www.jp.pima.gov/casesearch/>.

To find case numbers for convictions Pima County Superior Court post-2000: search <http://www.agave.cosc.pima.gov/PublicDocs/>.

For people who served prison time in Arizona<sup>8</sup>: use the Arizona Department of Corrections Inmate Datasearch <https://corrections.az.gov/public-resources/inmate-datasearch>.

**For Maricopa County:**

To find case numbers and fines and fees information: Call 602-372-5375, press 4 ("money matters") then 3 ("restitution") then 2 ("adult").

To find most convictions and case numbers: search the Arizona Court database: <https://apps.supremecourt.az.gov/publicaccess/caselookup.aspx>. The database can be searched by last name, first name, and birth month and year.

For people who served prison time in Arizona: use the Arizona Department of Corrections Inmate Datasearch <https://corrections.az.gov/public-resources/inmate-datasearch>.

**All other counties:**

To find most convictions and case numbers: search the Arizona Court database: <https://apps.supremecourt.az.gov/publicaccess/caselookup.aspx>. The database can be searched by last name, first name, and birth month and year.

To search legal financial obligations: first look up the case number at the site above, then search <https://prodpci.etimspayments.com/pbw/include/arizona/newinput.jsp>

For people who served prison time in Arizona: use the Arizona Department of Corrections Inmate Datasearch <https://corrections.az.gov/public-resources/inmate-datasearch>.

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<sup>8</sup> For people that served prison time, this is the best method for case lookup because it tells you the case number, and is easier to tell if you have the right person/case. You search by name or by ADC number. This database goes back to the 1980s.

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## Rights Restoration Worksheet

Name of Helper: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_

Assigned Attorney (if applicable): \_\_\_\_\_

Name of Individual: \_\_\_\_\_

Address:

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth Month: \_\_\_\_\_ Year: \_\_\_\_\_

How did they hear about the clinic?

**Where did their felony conviction occur?**

Another State's Court – follow [RestoreYourVote.org](http://RestoreYourVote.org)

What state(s):

\_\_\_\_\_

Have their civil rights been restored in state of conviction? Y / N

Federal or Arizona State Court – ask how many felony convictions they have and continue below:

**If A Single Conviction:**

**A: is sentence complete, including probation and parole? Y / N**

**if no, date of end of sentence: \_\_\_\_\_**

**B: has all restitution been paid? Y / N**

**If yes to both questions, they can register to vote.**

**Date of voter registration: \_\_\_\_\_**

**OR**

**If Multiple Convictions:**

**A: is sentence complete, including probation and parole? Y / N**

**If no, date of end of sentence: \_\_\_\_\_**

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**B: did they serve time in prison? Y / N**

**- If yes, has it been two years since date of absolute discharge?**

**- If no, they must wait. Date of absolute discharge:**

\_\_\_\_\_

**- If no prison time served, and they answered yes to A and B, they can apply for restoration. Date restoration petition(s) filed: \_\_\_\_\_**

**- Do they have documentation of absolute discharge? Y / N**

**- If no, they should fill out the request for absolute discharge and send it to the department of corrections. Date request filed: \_\_\_\_\_**



## Know Your Rights! Voting in Arizona for People with Felony Convictions

### Who can vote?

Under Arizona law, you have a right to vote if: You are a United States Citizen; you reside in Arizona; you will be at least 18 years old at the time of the next regular General Election; **you have not been convicted of a felony - unless you have had your rights restored.**

### Have I lost my right to vote?

Under Arizona law, any felony conviction temporarily takes away your right to vote BUT some people will have their rights automatically restored and others can get apply to get it back. **Misdemeanors and traffic violations never take away your right to vote.**

### This was my first felony conviction, how do I get my voting rights back?

If you only have a single felony conviction, **you can register to vote IF:**

- You have paid off any restitution from the conviction

**AND**

- You have completed your sentence, including parole and probation.

**If you meet these conditions you can register to vote.**

### I have multiple felony convictions, can I get the right to vote back? Maybe.

If you have multiple convictions, **you can apply for restoration of your rights IF:**

If you served time in prison, it has been two years since you completed your sentence, including parole and probation.

If you were only sentenced to probation, you may apply to have your rights restored immediately upon completing your sentence.

**If you meet these conditions, you can apply for rights restoration.**

You will need certificates of absolute discharge for each sentence with prison time, which can be obtained by calling (602) 542-3277.

### How to apply?

There is no fee to apply. You can apply at the appropriate county clerk's office:

- For Arizona convictions, apply in the county where you were convicted.

- For Federal convictions, apply in the county where you reside.

- For convictions in other states, apply for restoration in that state. You can find information on other state's processes at [Restoreyourvote.org](http://Restoreyourvote.org).

### What if I have more questions?

If you have additional questions or want help registering to vote or applying for rights restoration, call Restore Your Vote at 888-306-8683 or visit [Restoreyourvote.org](http://Restoreyourvote.org)



## ¡Entiende sus derechos! Votando en Arizona para personas con condenas por delitos graves.

### ¿Quién puede votar?

Según la ley de Arizona, usted tiene el derecho de votar: si es ciudadano de los Estados Unidos; si vive en Arizona; si va a tener por lo menos 18 años a tiempo para la próxima elección general; **si no ha sido condenado por un delito grave – a menos que has tenido sus derechos restaurado (vea abajo).**

### ¿He perdido mi derecho a votar?

Según la ley de Arizona, todos los delitos graves hacen que pierdas temporalmente su derecho a votar PERO muchas personas tienen sus derechos restaurados automáticamente y otras personas pueden aplicar a tenerlos restaurado. **Delitos de menor cuantía y los infracciones de tráfico nunca hacen que pierda su derecho a votar.**

### Esto fue mi primer delito grave, ¿como consigo mi derecho a votar?

Si solo tiene un delito grave, **puede registrar a votar SI:**

- Ha pagado todas las restituciones que originaron a partir de la condena?

**Y**

- Ha terminado su sentencia, incluyendo su libertad bajo palabra, y su libertad condicional?

**Si cumple estas condiciones, su derecho a votar es restaurado automáticamente. ¡Puede registrar a votar!**

### Tengo varios delitos graves, ¿puedo recuperar mi derecho a votar?

- Tal vez. Si tiene varios delitos graves, **puede aplicar por restauración de sus derechos SI:**

Si fue condenado a cárcel, Han sido dos años desde que terminó su última sentencia, incluyendo su libertad bajo palabra, y su libertad condicional?

Si solo fue condenado a libertad condicional, puede aplicar por restauración de sus derechos inmediatamente después de completando su sentencia.

**Si cumple estas condiciones, puede aplicar a restaurar su derecho a votar.**

Para aplicar, va a necesitar un certificado de su descarga absoluta de cada sentencia de delito grave, que se puede obtener llamando a (602) 542-3277.

### ¿Cómo se aplica?

No hay carga para aplicar. Puede aplicar al Secretario de su Condado (County Clerk)::

- Para delitos graves en Arizona, aplica al Secretario de la Corte Superior (Clerk of the Superior Court) en el condado donde fue condenado.

- Para delitos federales, aplica al Secretario de la Corte Superior (Clerk of the Superior Court) en el condado donde vive.

- Para delitos de otros estados, necesitas que aplicar usando el proceso que ofrece ese estado. Se puede encontrar más información sobre los procesos de otros estados aquí: [Restoreyourvote.org](http://Restoreyourvote.org).

### ¿Y si tengo más preguntas?

Si tiene preguntas adicionales o necesita ayuda registrándose a votar o aplicando por restauración de sus derechos, llama a 202-868-7902 Recupere Su Voto a o visita [RecupereSuVoto.org](http://RecupereSuVoto.org)



# ARIZONA VOTER REGISTRATION FORM

## FORMA DE REGISTRO ELECTORAL EN ARIZONA

FILL OUT COMPLETELY WITH A BLACK/BLUE PEN (RED SHADED BOXES ARE REQUIRED). TO BE ELIGIBLE TO VOTE A "FULL BALLOT," COMPLETE BOX 9, 10 OR 11 OR PROVIDE OTHER PROOF OF CITIZENSHIP - SEE BACK FOR DETAILS AND ADDITIONAL INSTRUCTIONS. LLENE COMPLETAMENTE CON PLUMA DE TINTA NEGRA/AZUL (LAS CASILLAS ROJAS SON REQUERIDAS). PARA VOTAR EN UNA "BOLETA ELECTORAL COMPLETA," LLENE LA CASILLA 9, 10 U 11 O INCLUYA OTRA PRUEBA DE CIUDADANÍA - VEA LOS DETALLES EN EL REVERSO.

<b>1 Permanent Early Voting List (PEVL) / Lista Permanente de Votación Temprana</b> <b>Receive your early ballot by mail! / ¡Reciba su boleta de votación temprana por correo!</b> <input type="checkbox"/> <b>Yes</b> , I want to be added to PEVL and automatically get an early ballot by mail for every election for which I am eligible. (To be on PEVL, your mailing address in Box 7 must be in Arizona.) <i>Si. Quiero que me agreguen a la lista PEVL y recibir automáticamente una boleta de votación temprana por correo para cada elección. (Para estar en la lista, su dirección postal en la casilla 7 debe estar en Arizona.)</i> <input type="checkbox"/> <b>No</b> , I do not want to be added to PEVL. I understand CHECKING THIS BOX will remove my name from PEVL if it was previously included. / <i>No. No quiero que me agreguen a la lista PEVL. Yo entiendo que al MARCAR ESTA CASILLA removerán mi nombre de la lista PEVL si éste estaba incluido antes.</i>		REGISTER ONLINE / REGÍSTRASE EN LÍNEA: <a href="http://WWW.SERVICEARIZONA.COM">WWW.SERVICEARIZONA.COM</a> FOR MORE INFORMATION / PARA MÁS INFORMACIÓN: <a href="http://WWW.AZSOS.GOV">WWW.AZSOS.GOV</a> BOX FOR OFFICE USE ONLY ÁREA SÓLO PARA EL USO DE LA OFICINA <b>S 00</b>					
<b>2 Last Name / Apellido</b>		<b>First Name / Nombre</b>		<b>Middle Name / Segundo Nombre</b>		<b>Jr./Sr./III</b>	
<b>3 Residential Address (where you live – no P.O. Box/business address) / Domicilio Residencial (donde usted vive – no use un apartado postal ni dirección comercial)</b> If no street address, describe location using mileage, cross streets, parcel #, subdivision name/lot, or landmarks. Draw a map and/or provide latitude/longitude or geocode in Box 23 if located in a rural area without a traditional street address. / <i>Si no cuenta con un domicilio de calle, describa la ubicación usando millaje, cruces de calles, núm. de parcela, nombre de lote/subdivisión, o detalles específicos de referencia. Dibuje un mapa y/o provea la latitud/longitud o código geográfico en la casilla 23 si está ubicado en un área rural sin domicilio tradicional de calles.</i>							
<b>4 Apt./Unit/Space</b> <i>Apto/Unidad/Espacio</i>		<b>5 City / Ciudad</b>		<b>6 Zip / Código Postal</b>			
<b>7 Mailing Address (where you get mail, if not delivered to residential address) / Dirección Postal (donde recibe su correo, si su correo no es entregado a su domicilio residencial)</b>							
<b>8 Last 4 Digits of Social Security #</b> <i>Últimos 4 Digits del Núm. de Seguro Social</i>  <b>XXX-XX-__</b>		<b>9 AZ Driver License or Nonoperating License # / Núm. de Licencia de Manejo o Tarjeta de Identificación de Arizona</b>		<b>10 Tribal ID #</b> <i>Núm. de Identificación Tribal</i>			
<b>11 Alien Registration, Naturalization Certificate, or Citizenship Certificate # / Núm. de Registro de Extranjero, Certificado de Naturalización o de Ciudadanía</b>		<b>12 Birth Date (MM/DD/YYYY)</b> <i>Fecha de Nacimiento (MM/DD/AAAA)</i>		<b>13 State or Country of Birth</b> <i>Estado o País de Nacimiento</i>			
<b>14 Party Preference / Preferencia de Partido</b> <input type="checkbox"/> Republican / Republicano <input type="checkbox"/> Democratic / Demócrata <input type="checkbox"/> Other / Otro _____ <input type="checkbox"/> None or No Party / Ningún Partido		<b>15 Telephone Number</b> <i>Número de Teléfono</i>  Is this a cellphone? <input type="checkbox"/> Yes/Sí <input type="checkbox"/> No <i>¿Es este número un celular?</i>		<b>16 Occupation / Ocupación</b>			
<b>17 If you were registered to vote in another state, list former address (including county and state)</b> <i>Si usted estaba registrado/a para votar en otro estado, anote el domicilio previo (incluyendo el condado y el estado)</i>				<b>18 Former Name(s) (if applicable)</b> <i>Nombre/s Previo/s (si se aplica)</i>			
<b>19 Father's Name or Mother's Maiden Name</b> <i>Nombre de su padre/nombre de soltera de su madre</i>		<b>20 Are you willing to work at a polling place on Election Day? / ¿Está dispuesto/a a trabajar en un lugar de votación el Día de la Elección?</b> <input type="checkbox"/> Yes/Sí <input type="checkbox"/> No		<b>21 E-Mail / Correo Electrónico</b>			
<b>22 Are you a citizen of the United States of America? / ¿Es usted ciudadano/a de los Estados Unidos de América?</b> <input type="checkbox"/> Yes/Sí <input type="checkbox"/> No <b>Will you be at least 18 years old by Election Day? / ¿Cumplirá usted 18 años de edad en ó antes del Día de la Elección?</b> <input type="checkbox"/> Yes/Sí <input type="checkbox"/> No <b>VOTER DECLARATION</b> – By signing below, I swear or affirm that the above information is true, that I am a RESIDENT of Arizona, I have NOT been convicted of a FELONY (or my civil rights have been restored - see back for details), and I have NOT been adjudicated INCAPACITATED with my voting rights revoked. <b>DECLARACIÓN DEL/LA VOTANTE</b> – Al firmar abajo, yo juro o afirmo que la información anterior es verdadera, que soy RESIDENTE de Arizona, que NO se me ha condenado por un DELITO GRAVE (o que mis derechos civiles han sido restituidos - vea en el reverso los detalles), y que no se me ha dictaminado INCAPACITADO/A con mis derechos electorales revocados. <b>SIGNATURE / FIRMA</b> <span style="float: right;"><b>DATE / FECHA</b></span> <div style="border: 1px solid black; width: 150px; height: 40px; margin: 5px auto; text-align: center; line-height: 40px; font-size: 2em;">X</div>						<b>23 If no street address, draw a map and/or provide the latitude/longitude or geocode here / Si no tiene domicilio de calle, dibuje un mapa y/o provea la latitud/longitud o código geográfico aquí</b>  <div style="text-align: center;"> </div>	
<b>24 If you are unable to complete or sign the form, the form can be completed at your direction. The person who assisted you must sign here.</b> <i>Si usted no puede completar o firmar la forma, ésta se puede llenar según sus instrucciones. La persona que le ayudó a hacerlo debe firmar aquí.</i>							
<b>SIGNATURE OF PERSON ASSISTING / FIRMA DE LA PERSONA QUE LE AYUDÓ</b>				<b>DATE / FECHA</b>			



### ADDITIONAL INFORMATION

- Don't forget to sign and date your voter registration form.
- If you are mailing your completed and signed registration form, write your County Recorder's mailing address (listed at the bottom of the Voter Registration Information page) on the "To" lines below.
- The location where you submit your registration form or, if you decide not to register to vote, your decision not to register will be kept confidential.
- Citizens with disabilities may contact their County Recorder or Elections Department about early or accessible voting, and other accommodations.
- **WARNING:** Executing a false registration is a class 6 felony.

### INFORMACIÓN ADICIONAL

- No olvide firmar y fechar su forma de registro electoral.
- Si usted va a enviar por correo su forma de registro llenada y firmada, escriba la dirección postal de su Registrador del Condado (indicada en la parte inferior de la página de Información de Registro Electoral) en las líneas "To" abajo.
- El lugar donde sometió su forma de registro y, si decide no registrarse para votar, su decisión de no registrarse, se mantendrán en confidencia.
- Ciudadanos con discapacidades pueden contactar al Registrador del Condado o Depto. de Elecciones sobre la votación temprana o accesible, y otras modificaciones.
- **AVISO:** La ejecución de un registro electoral falso es un delito grave de clase 6.

<Fold Line ..... Línea de Plegado>

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**TO:**




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**FROM:**

PLACE  
STAMP  
HERE



## VOTER REGISTRATION INFORMATION

Use this form to register to vote in Arizona or update your voter registration. You must update your registration whenever you move, change your name, or change your political party affiliation. Call your County Recorder's office (listed below) with any questions about voter registration.

### TO REGISTER TO VOTE IN ARIZONA YOU MUST BE:

- A **U.S. citizen** (proof of citizenship required to vote a "full ballot")
- A **resident** of Arizona and the county listed on your registration
- **18 years** of age or more by the next regular General Election

### YOU CANNOT REGISTER TO VOTE IN ARIZONA IF:

- You have been found mentally **incapacitated** by a court and your voting rights were not preserved; or
- You have been convicted of a **felony** and have not had your civil rights restored. Civil rights are automatically restored if you have only **one** felony conviction, completed your sentence, parole, or probation, and paid any victim restitution.

You **can** register to vote if you have only *misdeemeanor convictions* or you are in *pretrial detention* and are otherwise eligible.

### GENERAL INFORMATION

- Register **online** at [www.servicearizona.com](http://www.servicearizona.com), or **mail** or **take** your completed, signed form to your County Recorder (acceptable mailing addresses provided below) or person designated to receive registration forms. Keep this copy as your receipt. The County Recorder will send you a confirmation of registration within 4-6 weeks.
- Fill in your political party preference in Box 14. If you leave this box blank as a first-time registrant, your party will be none or "No Party Designated." If you are already registered and you leave this box blank, you will keep your prior party preference. If you pick "Other," write the full name of your preferred party on the line provided.

### REGISTRATION DEADLINE

- You must register at least **29 days before the election** (or the next business day if that deadline falls on a holiday) to vote in that election.
- If returned by mail, the registration must be: (1) postmarked by the deadline and received by the County Recorder by 7:00 p.m. on Election Day; or (2) dated on or before the deadline and received by the County Recorder no later than 5 days after the deadline.

### PROOF OF CITIZENSHIP REQUIREMENT

To be eligible to vote a "full ballot," you must submit proof of citizenship with your registration form or by 5:00 p.m. on the Thursday before Election Day. A "full ballot" includes all federal, state, county, and local races and ballot questions for which you are eligible to vote.

If you do not submit proof of citizenship and we cannot acquire your proof of citizenship from the Arizona Motor Vehicle Division or the statewide voter registration database, you will receive a "federal-only" ballot, which has only federal races and no state, county, or local races or initiatives/referendums.

You don't need to resubmit proof of citizenship if you previously registered to vote in Arizona and submitted citizenship proof, and are using this form to update your name, party affiliation, or address after moving within the state.

### VALID FORMS OF PROOF OF CITIZENSHIP

If you have an **Arizona driver's license** or **non-operating license** issued after October 1, 1996, write the number in Box 9. This will serve as proof of citizenship and no additional documents are needed. However, if your license was issued when you were *not* a U.S. citizen but you later became a U.S. citizen, complete Box 11 or provide another form of proof of citizenship.

### Other acceptable proof of citizenship (only one is needed):

- Legible copy of a birth certificate that verifies citizenship. If the name on the birth certificate is not the same as your current legal name, submit supporting documents (e.g. marriage certificate).
- Legible copy of the pertinent pages of your passport
- Presentation to the County Recorder of U.S. naturalization documents, or Alien Registration Number, Naturalization Certificate Number, or Citizenship Certificate Number (Box 11)
- Indian Census Number, Bureau of Indian Affairs Number, Tribal Treaty Card Number, or Tribal Enrollment Number (Box 10)
- Legible copy of your Tribal Certificate of Indian Blood or Tribal or Bureau of Indian Affairs Affidavit of Birth

**Do not send original documents.** Make a printed copy of proof of citizenship and mail it with your completed registration form to your County Recorder. Visit [www.azsos.gov](http://www.azsos.gov) if you have questions about proof of citizenship.

#### Apache County Recorder

St. Johns, AZ 85936  
(928) 337-7516 (TDD# 800-361-4402)

#### Cochise County Recorder

Bisbee, AZ 85603  
(520) 432-8358 (TDD# 432-8360)

#### Coconino County Recorder

Flagstaff, AZ 86001  
(928) 679-7860 (TDD# 679-7131)

#### Gila County Recorder

Globe, AZ 85501  
(928) 402-8740 (TDD# 7-1-1)

#### Graham County Recorder

Safford, AZ 85548  
(928) 428-3560 (TDD# 428-3562)

#### Greenlee County Recorder

Clifton, AZ 85533  
(928) 865-2632 (TDD# 865-2632)

#### La Paz County Recorder

Parker, AZ 85344  
(928) 669-6136 (TDD# 669-8400)

#### Maricopa County Recorder

Phoenix, AZ 85003  
(602) 506-1511 (TDD# 506-2348)

## INFORMACIÓN DE REGISTRO ELECTORAL

Use esta forma para registrarse para votar en Arizona o actualizar su registro. Usted debe actualizar su registro cada vez que se mude, cambie su nombre, o cambie su afiliación de partido político. Llame al Registrador de su Condado (lista abajo) con cualquier pregunta sobre el registro electoral.

### PARA REGISTRARSE PARA VOTAR EN ARIZONA DEBE:

- Ser **ciudadano/a de EUA** (requiere prueba para usar la "boleta completa")
- Ser **residente** de Arizona y del condado listado en su registro
- Tener **18 años** de edad o más en o antes de la próxima Elección General

### USTED NO PUEDE REGISTRARSE PARA VOTAR EN ARIZONA SI:

- Una corte dictaminó que usted está **incapacitado/a** y no se conservaron sus derechos de voto; o
- A usted se le ha condenado por un **delito grave** y no se le han restaurado sus derechos civiles. Los derechos civiles se restauran automáticamente si usted sólo tiene una condena por un delito grave, ha completado su sentencia, libertad condicional, o régimen probatorio, y ha pagado cualquier restitución.

**Puede registrarse** si sólo tiene *condenas por delitos menores* o está *detenido/a antes del juicio* y es *elegible para votar al cumplir con los otros requisitos*.

### INFORMACIÓN GENERAL

- Regístrese **en línea** en [www.servicearizona.com](http://www.servicearizona.com), o **envíe por correo** o **lleve** su forma de registro llenada y firmada al Registrador de su Condado (dirección postal indicada abajo) o a una persona designada para recibir dichas formas. Conserve esta copia como su recibo. El Registrador le enviará a usted una confirmación dentro de 4-6 semanas.
- Llene su preferencia de partido político en la Casilla 14. Si la deja en blanco al registrarse por primera vez, su partido será ninguno o "Ningún Partido Designado." Si deja esta casilla en blanco y ya se había registrado en el estado, se mantendrá su preferencia de partido político anterior. Si elige "Otro," escriba el nombre completo de su partido de preferencia en la línea provista.

### FECHA LÍMITE PARA EL REGISTRO

- Para ser elegible para votar en una elección, se debe inscribir por lo menos **29 días antes de la elección** (o al siguiente día hábil si la fecha límite cae en un día festivo reconocido por el estado).
- Si envía por correo, la forma debe ser: (1) estampada en/antes de la fecha límite de registro y el Registrador del Condado debe recibirla en/antes de las 7:00 p.m. el día de la elección; ó (2) fechada en o antes de la fecha límite y el Registrador debe recibirla no más de 5 días después de la fecha límite.

### REQUISITO DE PRUEBA DE CIUDADANÍA

Para votar usando la "boleta electoral completa," debe presentar prueba de ciudadanía con su forma de registro o antes de las 5:00 p.m. del jueves previo al Día de la Elección. Una "boleta electoral completa" incluye todas las contiendas federales, estatales, del condado y locales y propuestas/referendums para las que usted sea elegible para votar.

Si no presenta prueba de ciudadanía y no podemos adquirir dicha prueba de la División de Vehículos Motorizados de Arizona o de la base de datos del registro electoral del estado, recibirá una boleta "sólo federal," que incluye sólo contiendas federales y excluye las del estado, condado, o locales o propuestas/referendums.

Usted no necesita volver a enviar prueba de ciudadanía si se registró antes en Arizona y presentó dicha prueba, y está usando esta forma para actualizar su nombre, afiliación de partido, o domicilio después de mudarse dentro del estado.

### FORMAS VÁLIDAS DE PRUEBA DE CIUDADANÍA

Si usted tiene una **licencia de manejo de Arizona** o **tarjeta de identificación** emitida después del 1 de octubre de 1996, anote el número en la Casilla 9. Esto servirá como prueba de ciudadanía y no necesitará documentos adicionales. Pero si su licencia fue emitida cuando *no* era ciudadano y se convirtió después en ciudadano/a de Estados Unidos, complete la Casilla 11 ó provea otra forma de prueba de ciudadanía.

### Otras pruebas aceptables de ciudadanía (sólo necesita una) incluyen:

- Copia legible del certificado de nacimiento que verifique la ciudadanía y documentación legal de apoyo (ejemplo: certificado de matrimonio) si el nombre en el certificado de nacimiento no es igual a su nombre legal actual
- Copia legible de las páginas pertinentes de su pasaporte
- Presentación de documentos de naturalización de Estados Unidos al Registrador del Condado, o anote su Número de Registro de Extranjero, del Certificado de Naturalización, o del Certificado de Ciudadanía (Casilla 11)
- Anote su Número de Censo Indio, de la Oficina de Asuntos Indios, de la Tarjeta del Tratado Tribal, o de la Inscripción Tribal (Casilla 10)
- Copia legible de su Certificado Tribal de Sangre India o Affidavit de Nacimiento Tribal o de la Oficina de Asuntos Indios

**No envíe documentos originales.** Haga una copia impresa de la prueba de ciudadanía y envíela por correo con su forma de registro completa al Registrador de su Condado. Visite [www.azsos.gov](http://www.azsos.gov) si tiene preguntas sobre pruebas aceptables de ciudadanía.

#### Mohave County Recorder

Kingman, AZ 86402  
(928) 753-0767 (TDD# 753-0701)

#### Navajo County Recorder

Holbrook, AZ 86025  
(928) 524-4192 (TDD# 524-4294)

#### Pima County Recorder

Tucson, AZ 85702  
(520) 724-4330 (TDD# 724-4320)

#### Pinal County Recorder

Florence, AZ 85132  
(520) 866-6854 (TDD# 866-6851)

#### Santa Cruz County Recorder

Nogales, AZ 85621  
(520) 375-7990 (TDD# 375-7934)

#### Yavapai County Recorder

Prescott, AZ 86305  
(928) 771-3248 (TDD# 771-3530)

#### Yuma County Recorder

Yuma, AZ 85364  
(928) 373-6034 (TDD# 373-6033)



Arizona Department of Corrections  
1601 W. Jefferson  
Phoenix, Arizona 85007  
Priors Unit:  
602.542.4948

**Request for Absolute Discharge**

**Please Print Clearly - fill in all highlighted areas**

<b>Name:</b>	<b>ADC#:</b>
<b>Street Address:</b>	<b>City:</b>
<b>State:</b>	<b>Zip Code:</b>
<b>Phone, including area code:</b>	<b>Alternate Phone, including area code:</b>
<b>Date of Birth:</b>	<b>Social Security Number:</b>
<b>Signature:</b>	

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By filling out this form and with your signature you are authorizing the Arizona Department of Corrections to actively search and provide back information with regards to your Absolute Discharge.

Pursuant to ARS §13-906, if you qualify to receive an Absolute Discharge you will receive one in the mail in the next 14-21 days. If you would like to check the status, you may contact the Priors Unit at 602.542.4948.

ARS §13-906 C. states that if you were convicted of any felony offenses, you may not file for the restoration of your right to possess or carry a gun or firearm for a minimum of 2 years from the date of the absolute discharge from imprisonment.

ARS §13-912 states that upon completion of your term of probation or absolute discharge and upon the completion of payment of any fine or restitution imposed, and you have not previously been convicted of any other felony your civil rights will be automatically restored with the exception of possession of firearms.

When you are applying for the restoration of your Civil rights, you should have your Certificate of Absolute Discharge with you for the court proceeding.

Person Filing: \_\_\_\_\_  
Address (if not protected): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Representing  Self or  Lawyer for \_\_\_\_\_  
Lawyer's Bar Number: \_\_\_\_\_

For Clerk's Use Only

\_\_\_\_\_ **COURT OF ARIZONA**  
**IN** \_\_\_\_\_ **COUNTY**

STATE OF ARIZONA  
-vs-  
\_\_\_\_\_

Case Number: \_\_\_\_\_

Defendant (FIRST, MI, LAST)  
Date of Birth: \_\_\_\_\_

Applicant is:  
 Defendant  
 Attorney for Defendant  
 Probation Officer

**APPLICATION TO:**  
(check all that apply)  
 **RESTORE CIVIL RIGHTS**  
(A.R.S. §§ 13-906 and 13-908)  
 **RESTORE FIREARM RIGHTS**  
(A.R.S. § 13-910)  
 **REQUEST FOR RECONSIDERATION**  
(for applications previously denied)  
 Civil Rights  Firearm Rights

**SECTION I. CONVICTION(S)**

A Judgment of Guilt was entered in the \_\_\_\_\_ Court against the defendant on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, on the conviction of:

- 1. Count I: \_\_\_\_\_
- 2. Count II: \_\_\_\_\_
- 3. Count III: \_\_\_\_\_
- 4. Count IV: \_\_\_\_\_

Additional counts continue on a separate page.

**SECTION II. STATE CONVICTION** (For federal convictions, see SECTION III.)

**NOTE:** If this is your first felony conviction in this or any other state, any civil rights lost or suspended by the conviction are automatically restored if you completed a term of probation or received an absolute discharge from imprisonment and paid any victim restitution imposed; however, your right to possess and carry a firearm requires an application under this rule. Refer to the **Note in Section VII** of this application.

- 1.  The above stated judgment of guilt and conviction for a felony is my first felony conviction in this or any other state and this application is for restoration of right to possess and carry a firearm only.

**Yes**  **No.**

- 2.  I received a certificate of absolute discharge from the **Arizona Department of Corrections** AND have attached a copy of that certificate to this petition, if available.

**OR**

- 3.  I was discharged from **probation** and I have complied with all required terms of my **probation** (including all employment, classes, community restitution, drug/alcohol testing, or other requirements other than court-ordered monetary obligations).

**OR**

I was discharged from **probation** and I have not complied with all terms of my **probation**.

Explain:

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**SECTION III. FEDERAL CONVICTION** (For state convictions, see SECTION II.)

- 4.  A Judgment of Guilt was entered against the defendant in United States District Court for the District of \_\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

**NOTE:** If this is your first felony conviction in this or any other state, any civil rights lost or suspended by the conviction are automatically restored if you completed a term of probation or received an absolute discharge from imprisonment and paid any fine or restitution imposed; however, your right to possess and carry a firearm requires an application under this rule. Refer to the **Note in Section VII** of this application. This applies to federal first convictions as well.

- 5.  The above stated judgment of guilt and conviction for a felony is **my first felony conviction** in this or any other state and this application is for restoration of right to possess and carry a firearm only.  **Yes**  **No.**

- 6.  I was sentenced to a term of **federal probation**, received an Affidavit of Discharge from the judge who discharged me from probation or other official documentation that indicates successful discharge from probation, **AND** have attached a copy to this petition.

**OR**

I was sentenced to and successfully **served a federal prison term** and received a Certificate of Absolute Discharge; or other official documentation that indicates successful discharge from

imprisonment from the Federal Bureau of Prisons on a date two (2) or more years before today's date, **AND** I have attached a copy of the certificate. If it is impossible to obtain the Certificate of Absolute Discharge from the Federal Bureau of Prisons, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7.  I have complied with all required terms of **probation** (including all employment, classes, community restitution, victim restitution or other monetary obligations, drug/alcohol testing, or other requirements.)

**OR**

I have **not complied** with all terms of probation. Explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION IV. VICTIM RESTITUTION AND PRIOR COURT ORDERED MONETARY OBLIGATIONS**

8. Victim restitution  **has**  **has not** been paid in full or  **was not ordered**. If victim restitution as not been paid in full, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. All other monetary obligations  **have**  **have not been** paid in full or  **were not ordered**. If all other monetary obligations have not been paid in full, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In some circumstances you may be eligible to apply to the court to modify the amount owed or convert monies owed to community restitution (State offenses only, not for Federal convictions).

**SECTION V. PRIOR RESTORATION OF RIGHTS**

10. Have you previously applied to have your rights restored?  **Yes**  **No**. If so, what was the date of your last application? \_\_\_\_\_

11. Have you been granted the restoration of your rights previously? [ ] **Yes** [ ] **No**.

12. Have you been denied the restoration of your rights previously? [ ] **Yes** [ ] **No**.

**SECTION VI. PENDING CASES**

13. Are there any open criminal cases against you? [ ] **Yes** [ ] **No**.

If yes, please explain:

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**SECTION VII. RESTORATION OF FIREARM RIGHTS**

**NOTE: Arizona Revised Statutes require:**

A person who is convicted of a dangerous offense under A.R.S. § 13-704 or an offense committed in another state that would be a dangerous offense under A.R.S. § 13-704 if committed in this state may not file for the restoration of the right to possess and carry a firearm. A “dangerous offense” is defined under A.R.S. § 13-105(13), as “an offense involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument or the intentional or knowing infliction of serious physical injury on another person.”

A person who is convicted of a serious offense as defined in A.R.S. § 13-706 or an offense committed in another state that would be a serious offense as defined in A.R.S. § 13-706 if committed in this state may not file for the restoration of the right to possess and carry a firearm for **ten (10) years** from the date of the person’s absolute discharge. For the purpose of this section, a “serious offense” is defined in A.R.S. § 13-706(F)(1) as any one of the following offenses:

First degree murder	Sexual assault	Burglary in the first degree
Second degree murder	Any dangerous crime against children	Kidnapping
Manslaughter	Arson of an occupied structure	Sexual conduct with a minor under fifteen years of age
Aggravated assault resulting in serious physical injury or involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument.	Armed robbery	Child sex trafficking

A person who is convicted of any other felony offense may not file for the restoration of the right to possess a firearm for **two (2) years** from the date of the person’s absolute discharge from imprisonment or discharge from probation.

**Your application to restore firearm rights may be denied if you were convicted of one of the excluded offenses or the time since your discharge from probation or imprisonment does not meet the statutory requirements.**

14. If you are requesting that your civil right to possess and carry a firearm be restored, please explain your reasons for the request below:

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**SECTION VIII. OTHER INFORMATION FOR THE COURT**

15. Is there anything you would like the court to take into consideration?

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16.  Attached is other pertinent documentation. List attached documents:

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**I understand that even if I am granted the right to possess and carry a firearm pursuant to this application I may still be prohibited from possessing and carrying a firearm under other state or federal laws.**

**I understand that this application may be denied if information in this application is found to be inaccurate.**

**I declare under penalty of perjury that the information provided in this application is true and correct.**

\_\_\_\_\_  
Print Defendant's Name

\_\_\_\_\_  
Defendant's Signature

\_\_\_\_\_  
Address

**OR**

Case Number: \_\_\_\_\_

**AUTHORIZATION TO PROCEED ON BEHALF OF DEFENDANT**

I authorize \_\_\_\_\_ [ ] attorney or [ ] probation officer to petition the  
\_\_\_\_\_ Court in \_\_\_\_\_ County, to take the above-indicated  
action.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Defendant's Signature

**To the best of my knowledge, the information provided in this application is true and correct.**

\_\_\_\_\_  
Print Attorney/Probation Officer Name

\_\_\_\_\_  
Attorney/Probation Officer Signature

\_\_\_\_\_  
Attorney/Probation Officer Address

**FOR STATE CONVICTIONS**  
**IN THE SUPERIOR COURT OF THE STATE OF ARIZONA**  
**IN AND FOR PIMA COUNTY**

STATE OF ARIZONA,

CASE            **CR**  
NUMBER:

(Must submit a separate petition for each case)

vs.

**PETITION TO (check all that apply):**

DEFENDANT (Print Name)

RESTORE CIVIL RIGHTS

Defendant's

Date of Birth:

RESTORE GUN RIGHTS

SET ASIDE JUDGMENT OF GUILT

**DEFENDANT, in person or by an attorney, avows:**

1. A Judgment of Guilt was entered against the Defendant on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, on the conviction of: \_\_\_\_\_, in the

Pima County Superior Court of Arizona.

2. On the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, Defendant has (Check Applicable Boxes):

Successfully completed all terms and conditions of probation and was discharged therefrom, with the Order appearing in Defendant's Pima County Superior Court file.

Received from the Arizona Department of Corrections a Certificate of Absolute Discharge from Imprisonment on a date two (2) or more years before today's date, **AND has attached a copy** of Certificate to this Petition.

3. All fines, fees, restitution and other Court-imposed financial obligations associated with the above case(s) are paid in full.

**YES**

**NO**

IF YOU ARE REQUESTING THAT YOUR CIVIL RIGHT TO POSSESS A GUN OR FIREARM BE RESTORED, PLEASE WRITE YOUR REASON(S) FOR THE REQUEST BELOW:

Defendant's or Attorney's Signature

Date

Telephone Number

Defendant's or Attorney's complete mailing address

Distribution:

Hon. \_\_\_\_\_, Div. \_\_\_\_

Defendant

Clerk's Office – Criminal Section

Pima County Attorney – Criminal Division (if state case)

Arizona Attorney General – Criminal Section (if federal case)

Pima County Superior Court Clerk

**IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR PIMA COUNTY**

STATE OF ARIZONA

CASE  
NUMBER: \_\_\_\_\_

(Must submit a separate notice for each case)

VS.

**NOTICE OF HEARING**

\_\_\_\_\_  
DEFENDANT (Print name)

NOTE: Defendant should not fill out the information on the hearing date and place, below. The Court will complete it and send Defendant a copy. Defendant should, however, sign, date and provide his/her mailing address at the bottom of this page.

PLEASE TAKE NOTICE that the Defendant's Petition for Restoration of Civil Rights and/or Set Aside of Judgment will be brought for hearing before the Pima County Superior Court, Division \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, at the hour of \_\_\_\_\_ a.m./p.m. Defendant must attend this hearing.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_.

\_\_\_\_\_  
Defendant's or Attorney's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Defendant's or Attorney's complete mailing address

Distribution:

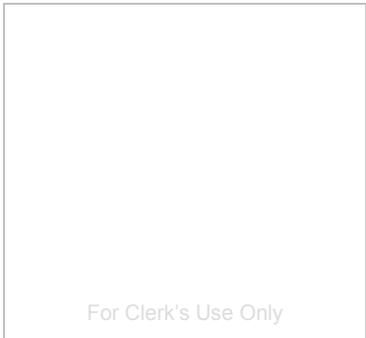
Hon. \_\_\_\_\_, Div. \_\_\_\_

Defendant

Clerk's Office – Criminal Section

Pima County Attorney – Criminal Division (if state case)

Arizona Attorney General – Criminal Section (if federal case)



For Clerk's Use Only

Person Filing: \_\_\_\_\_  
Address (if not protected): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Lawyer's Bar Number: \_\_\_\_\_

Representing  Self, without a Lawyer or  Attorney for  Petitioner OR  Respondent

# SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

**STATE OF ARIZONA, Plaintiff**  
-vs-

Case Number: \_\_\_\_\_

\_\_\_\_\_

**DEFENDANT (First, MI, Last)**

**APPLICATION UPON DISCHARGE TO:**  
(check all that apply)

Date of Birth: \_\_\_\_\_

**RESTORE CIVIL RIGHTS**

Applicant is:  Defendant  
 Attorney for Defendant

**RESTORE GUN RIGHTS**

A.R.S. §§ 13-905, 13-906, 13-908, 13-909, 13-910,  
13-911, and 13-912

**REQUEST FOR RECONSIDERATION**

(for applications previously denied)  
 Civil Rights  Gun Rights

## SECTION I: CONVICTION(S)

A Judgment of Guilt was entered against me, the Defendant, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, on the conviction of:

- 1. Count I: \_\_\_\_\_
- 2. Count II: \_\_\_\_\_
- 3. Count III: \_\_\_\_\_
- 4. Count IV: \_\_\_\_\_

Additional counts continue on a separate page.

**SECTION II: STATE CONVICTION:** (For federal convictions, see SECTION III.)

A Judgment of Guilt was entered against me in the Superior Court of Arizona in Maricopa County.

1.  The above stated judgment of guilt and conviction for a felony is my first felony conviction in this or any other State and this application is for restoration of right to possess or carry a gun or firearm only.

**NOTE: If this is your first felony conviction in this or any other State, any civil rights lost or suspended by the conviction are automatically restored if you completed a term of probation or received an absolute discharge from imprisonment and paid any fine or restitution imposed; however, your right to possess or carry a gun or firearm requires an application under this rule. Refer to Section VII of this application.**

**OR**

I have also been convicted of a felony in the following Court(s):

Court Name: \_\_\_\_\_ in case number \_\_\_\_\_

Court Name: \_\_\_\_\_ in case number \_\_\_\_\_

(Attach a separate page for additional cases and convictions)

2.  I completed the conditions of probation. The Probation Department's order discharging me from probation is in the court file or attached to this form.

3.  I received a *Certificate of Absolute Discharge from Imprisonment* from the Arizona Department of Corrections on a date two (2) or more years before today's date, AND have attached a copy of Certificate in this petition.

4.  I have complied with all required terms of probation (including all employment, classes, community restitution, victim restitution or other court ordered monetary obligations, drug/alcohol testing, or other requirements.)

5.  I HAVE NOT complied with all terms of my sentence. EXPLAIN:

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**SECTION III. FEDERAL CONVICTION** (For State convictions see SECTION II.)

- A Judgment of Guilt was entered against me, in United States District Court for the District of \_\_\_\_\_.

1.  The above stated judgment of guilt and conviction for a felony is my first felony conviction in this or any other State and this application is for restoration of right to possess or carry a gun or firearm only. **NOTE: If this is your first felony conviction in this or any other State, any civil rights lost or suspended by the conviction are automatically restored if you completed a term of probation or received an absolute discharge from imprisonment and paid any fine or restitution imposed; however, your right to possess or carry a gun or firearm requires an application under this rule. Refer to Section VII of this application.**

OR

- I have also been convicted of a felony in the following Court(s):

Court Name: \_\_\_\_\_ in case number \_\_\_\_\_

Court Name: \_\_\_\_\_ in case number \_\_\_\_\_

(Attach a separate page for additional cases and convictions)

2.  I was sentenced to and served a term of federal probation, and received an Affidavit of Discharge from the judge who discharged me. I have attached a copy to this petition.

- 3.  I was sentenced to and successfully served a federal prison term. I have attached a copy of the Federal Bureau of Prisons a Certificate of Absolute Discharge, or other official documentation provided by the Bureau of Prisons that indicates successful discharge from Imprisonment on a date two (2) or more years before today's date.
  
- 4.  I have complied with all required terms of probation (including all employment, classes, community restitution, victim restitution or other court ordered monetary obligations, drug/alcohol testing, or other requirements.)
  
- 5.  **I HAVE NOT** complied with all terms of probation. EXPLAIN:

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**SECTION IV. VICTIM RESTITUTION AND COURT ORDERED MONETARY OBLIGATIONS**

- 1. Have you paid victim restitution in full?  YES  NO

If NO, please explain to the court why you have been unable to pay restitution in full. (Attach documentation you think is relevant for the court's consideration.)

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**SECTION VII. RESTORATION OF FIREARM RIGHTS**

**NOTE: Arizona Revised Statutes require:** If the person was convicted of an offense which would be a dangerous offense under section 13-704, the person may not file for the restoration of the right to possess or carry a gun or firearm. If the person was convicted of an offense which would be a serious offense as defined in section 13-706, the person may not file for the restoration of the right to possess or carry a gun or firearm for **ten (10) years** from the date of the person's absolute discharge from imprisonment or discharge from probation. If the person was convicted of any other felony offense, the person may not file for the restoration of the right to possess or carry a gun or firearm for **two (2) years** from the date of the person's absolute discharge from imprisonment or discharge from probation.

1.  I was convicted of a felony offense not listed in A.R.S. §§ 13-704 or 13-706 and it has been **two** years since absolute discharge from imprisonment or probation.
  
2.  I was convicted of a serious offense as defined in A.R.S. § 13-706 and it has been **ten** years since absolute discharge from imprisonment or probation.
  
3.  I was convicted of a dangerous offense as defined in A.R.S. § 13-704. (If yes, you are not eligible to file for restoration of the right to possess or carry a gun or firearm.)

If you are requesting that your civil right to possess a gun or firearm be restored, please write your reasons for the request below:

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**I understand that even if I am granted the right to possess a gun or firearm under Arizona law, it may not give me the right to possess a gun or firearm under federal law.**

**SECTION VIII. OTHER INFORMATION FOR THE COURT**

Is there anything you would like the Court to take into consideration?

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Attached is other pertinent documentation. List attached documents:

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The Court may decide on this application without a hearing unless a hearing is requested by you, the prosecutor’s office, or the victim. *(Check the box below if you are requesting a hearing.)*

Hearing requested?                       **Yes**                       No

Case Number: \_\_\_\_\_

**I understand that this application may be denied if information in this application is found to be inaccurate.**

**Under Oath I swear or affirm, under penalty of perjury, the information provided in this application is to the best of my knowledge true and correct.**

\_\_\_\_\_  
Defendant's Name Printed

\_\_\_\_\_  
Defendant's Signature

\_\_\_\_\_  
Address

**OR**

**To the best of my knowledge, the information provided in this application is true and correct.**

\_\_\_\_\_  
Attorney's Name Printed

\_\_\_\_\_  
Attorney's Signature

\_\_\_\_\_  
Attorney's Address

**AUTHORIZATION TO PROCEED ON BEHALF OF DEFENDANT**

I authorize my Attorney, \_\_\_\_\_ to petition the Superior Court of Arizona in Maricopa County, to take the above-indicated action.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Defendant's Signature

## LAW LIBRARY RESOURCE CENTER

# INSTRUCTIONS: HOW TO COMPLETE THE FORMS AND STEPS TO RESTORE CIVIL RIGHTS/GUN RIGHTS

### Things to consider before filing this application:

1. If your conviction was from a justice, city or magistrate court, please contact that court for an application and information about your case.
2. If you have multiple cases, you must make a separate application for each case number. The Court must decide each one separately.

**STEP 1:** In **BLACK INK**, please complete the forms in this packet with instructions below.

### **FORM: APPLICATION UPON DISCHARGE TO RESTORE CIVIL RIGHTS/GUN RIGHTS OR REQUEST FOR RECONSIDERATION**

#### HEADING

- At the top of the form, please fill in your name, street address, city, state, zip code, telephone number (if not protected), attorney bar number (if you are represented by an attorney).
- Put a check in the box if you are representing yourself.
- If you have an attorney representing you, place a check in that box.
- Write your first and last name on the line above "Defendant."
- Enter your date of birth.
- Check the box to identify who the applicant is.
- Write in your case number on the line at the upper right side of the page, and on the following pages.
- Check the appropriate box(es) to tell the Court what you are requesting. If a prior application to restore rights was denied, check the box to tell the Court that this is a *Request for Reconsideration*

#### CONVICTIONS

- Enter the date of your conviction(s). Enter the charges of your conviction.
- Information about your conviction may be found online at the Superior Court's website: <http://www.superiorcourt.maricopa.gov/docket/CriminalCourtCases/caseSearch.asp>. You may also come to a Law Library Resource Center or Clerk of Superior Court location to look up your case. See: [www.superiorcourt.maricopa.gov](http://www.superiorcourt.maricopa.gov) or <http://www.clerkofcourt.maricopa.gov/copies.asp> for locations and more information.

## **STATE CONVICTION**

- If your case was handled by the Superior Court of Arizona in Maricopa County, place a check in the boxes that apply to you.
- Check a box to indicate whether this is your first felony conviction or whether you have other felony convictions. If you have other felony convictions, identify the court and case number of each case.
- If your conviction resulted in a prison sentence, a *Certificate of Absolute Discharge from Imprisonment* from the Arizona Department of Corrections must be attached to the Application. The Department of Corrections (“DOC”) office is located at 1601 W. Jefferson, Phoenix. Before issuing a statement, DOC will require the Superior Court’s proof of payment of all financial sanctions for that case. Therefore, you should get a financial statement and payment history from the Clerk of Superior Court’s Criminal Financial Obligations Section. You may request a payment history in person from the Criminal File Counter, South Court Tower, 175 West Madison Street, 12th Floor, Phoenix, AZ 85003 or the File Counter, Southeast Regional Court Facility, 222 East Javelina Avenue, Mesa, AZ 85210. You will need to fill out a request and pay a fee, and the payment history will be sent to you. Contact Criminal Financial Obligations for details and more options at (602)375-5375.
- Additional DOC information may be available at <https://corrections.az.gov/>.
- If this is a second or subsequent conviction, the application for most offenses should not be submitted until two (2) years after the date of the absolute discharge.
- If probation was granted, state the specific date of discharge from probation. To identify the specific date of completion of probation, you may contact the Maricopa County Adult Probation Office by calling (602)506-7249.

## **FEDERAL CONVICTION**

- If your case was handled by a Federal Court, place a check in the boxes that apply to you. Write in the name of the District Court that handled your case.
- If you have multiple convictions, you must make a separate application for each case number. The Court must act on each one separately.
- Check a box to indicate whether this is your first felony conviction or whether you have other felony convictions. If you have other felony convictions, identify the court and case number of each case.
- See Step 2 below for the documents that are required to be attached to the application regarding any federal conviction.

## **VICTIM RESTITUTION AND COURT ORDERED MONETARY OBLIGATIONS**

- Answer whether you have completed all victim restitution and Court-ordered monetary obligations.
- If you answer NO, explain in the space provided why these fines have not been paid. If you have not paid it in full, it is not an automatic denial but something the court factors into their decision.

### **PRIOR RESTORATION OF RIGHTS**

- If a prior application was denied, check the box “Request for Reconsideration” at the top of the form. The Request for Reconsideration must explain why it is appropriate to review a prior denial and should include additional or updated information.
- Carefully read and answer all questions regarding prior applications for restoration of rights by checking the “Yes” or “No” boxes of each question.

### **PENDING CASES AND ACTIVE WARRANTS**

- Tell the Court whether there are any open criminal cases against you. Tell the Court whether you have an active warrant. If you answer “Yes” to either of these questions use the lines provided to explain. It may be best to resolve any active warrants prior to filing an application.

### **RESTORATION OF FIREARMS**

- Read the NOTE regarding Arizona Revised Statute requirements.
- Read and check each box that applies to your situation.
- Explain the reason you are requesting a right to possess a gun or firearm be restored.
- Generally, if a person was convicted of only one felony and that felony was a non-dangerous offense (see A.R.S. § 13-706), the right to possess or carry a gun was restored automatically if a Court set aside the judgment of guilt.
- For a person convicted of two or more felonies, an applicant’s statement in support of the request to restore right to possess or carry firearm should be considered and a court may grant the restoration of the right to possess a firearm.

### **OTHER INFORMATION FOR THE COURT**

- Use the lines provided to explain anything else you would like the Court to take into consideration about the things you have asked for in this application.
- If you are providing documents, list the documents in the lines provided.
- Answer whether you would like a hearing regarding your restoration application. NOTE: the Court may decide on the application WITHOUT a hearing even if you request one.

### **SIGNATURES AND DATES**

- Review everything you wrote on the form.
- Sign and date your signature on the lines provided or sign the authorization for your attorney to proceed on your behalf.

## STEP 2: PUT DOCUMENTS TOGETHER

- You will need the following forms:

STATE CONVICTIONS	FEDERAL CONVICTIONS
<ul style="list-style-type: none"> <li>Original <i>“Application Upon Discharge to Restore Civil Rights and/or Gun Rights or Request for Reconsideration”</i></li> <li>Copy of <i>“Certificate of Absolute Discharge from Imprisonment”</i> from Arizona Department of Corrections (if applicable)</li> <li>Copy of <i>“Discharge from Probation”</i> (if applicable)</li> <li>OPTIONAL – Any other documentation to show extraordinary circumstances, such as rehabilitation or other change of circumstance.</li> </ul>	<ul style="list-style-type: none"> <li>Original <i>“Application Upon Discharge to Restore Civil Rights and/or Gun Rights or Request for Reconsideration”</i></li> <li>Copy of <i>“Certificate of Absolute Discharge from Federal Bureau of Prisons”</i> (if applicable)</li> <li>Copy of <i>“Affidavit of Discharge”</i> from Judge who discharged you from probation* (if applicable)</li> <li>Copy of Indictment or Complaint*</li> <li>Copy of Plea Agreement*</li> <li>Copy of Sentencing paperwork*</li> <li>PROOF (certified mail receipt) of notification to the Federal Prosecuting agency</li> <li>OPTIONAL – Any other documentation to show extraordinary circumstances, such as rehabilitation or other change of circumstance.</li> </ul> <p>*Contact the District Court if you need copies.</p>

## STEP 3: DELIVER OR MAIL

- The completed application can be filed in person, mailed, eFiled, or deposited in the external depository boxes as described below. The Clerk of Superior Court is open Monday through Friday from 8:00 a.m. to 5:00 p.m.

- File in Person at:

Criminal File Counter  
 South Court Tower  
 175 W. Madison Street, 12<sup>th</sup> Floor  
 Phoenix, AZ 85003

File Counter  
 Southeast Regional Court Facility  
 222 E Javelina Avenue  
 Mesa, AZ 85210

- Mail to:

Maricopa County Clerk of the Superior Court  
Criminal File Counter  
175 W. Madison Street, 12<sup>th</sup> Floor  
Phoenix, AZ 85003  
ATTN: Restoration of Civil Rights Clerk

- eFile via: <https://efiling.clerkofcourt.maricopa.gov/>

- Leave in external deposit box at:

County Administration Building  
4<sup>th</sup> Avenue entrance  
301 West Jefferson Street  
Phoenix, AZ 85003

Southeast Facility Court Facility  
North entrance  
222 East Javelina Avenue  
Mesa, AZ 85210

Northeast Regional Center  
Main entrance  
18380 North 40<sup>th</sup> Street  
Phoenix, AZ 85032

Northwest Regional Center  
Main entrance  
14264 West Tierra Buena Lane  
Surprise, AZ 85374

**STEP 4: WAIT** for the Court to notify you.

- Upon filing the application, notice of the application will be given to the appropriate prosecutors as required by law.
- If you requested a hearing and a hearing is set, the Court will notify you. The application may be ruled upon without a hearing.
- You will be mailed a signed copy of the Order granting or denying all or part of your request(s) at the address listed on the application form. Please be sure your current mailing address is updated with the Court. If your address changes, contact the Clerk of Superior Court at (602)372-5375.
- If you have questions before you file the application, you can contact the Clerk of Superior Court at (602)372-5375. If you have not received an Order after 120 days from the date you submitted your application, you can contact Criminal Administration at (602)506-8575.

If you have any questions regarding your rights, please refer to the Arizona Rules of Criminal Procedure and Title 13 of the Arizona Revised Statutes located at:

<http://government.westlaw.com/linkedslice/default.asp?SP=AZR-1000>

<http://www.azleg.state.az.us/FormatDocument.asp?inDoc=/ars/13/00905.htm&Title=13&DocType=ARS>

**If your civil rights have been restored, in order to be eligible to vote, you must complete and submit a new voter registration form. The felony conviction resulted in the canceling of your registration and merely having civil rights restored does not “un-cancel” the registration. A new registration form is required. Please refer to the Maricopa County Recorder’s Office for additional questions about voter registration.**