

Applying for a Record Suspension: Your Success Checklist



A **record suspension** (formerly called a pardon) is an order that prevents past convictions from appearing on criminal record checks. **It does not erase a criminal record**, but it can allow people who have made positive life changes to be freed from many of the negative impacts of having one.

Before You Start the Process

- ☐ **Confirm you're eligible.** You can check out the [Parole Board's criteria](#) or try out our free [Eligibility Quiz](#).
- ☐ **Determine the date of the offence for your first conviction.** This date determines which waiting period applies to you.
- ☐ **Confirm all sentence requirements are complete.** Make sure all fines, restitution and surcharges have been paid – these need to be completed before your waiting period can start.

Application Package Checklist

- ☐ Your fingerprints list the application type as Record Suspension Application.
- ☐ You have court records collected for every conviction, including proof of fine payment.
- ☐ If you are a current or past member of the Canadian Armed Forces, you have included your military conduct sheet.
- ☐ You have completed local police record checks.
- ☐ You have included identification documents.
- ☐ You have completed the Measurable Benefit/Sustained Rehabilitation Form (if your first offence was committed on or after June 29, 2010).
- ☐ You have signed your application form.

Top 3 Tips



Start earlier than you think.

Some documents take months to obtain and some application sections, including the Measurable Benefit/Sustained Rehabilitation Form, force you to revisit past experiences which can be difficult, so give yourself time to prepare and help avoid delays later in the process.



The Measurable Benefit/Sustained Rehabilitation Form is your opportunity to advocate for yourself, so more information is usually better when it comes to explaining your growth and progress. The Parole Board must review all the information they are provided, so sharing context and explanations can help them understand your application and circumstances.



Don't just describe the offence and the circumstances that lead to it. Strong applications explain what's changed since, why the record suspension matters, how it will improve opportunities, what positive life changes have been made, and how it's building or sustaining employment, family and community connections.

Need help?

Contact your [local John Howard Society](#) or community record suspension support service.