

Instructions for the Sealing or Expungement of Criminal History Records

You must first obtain a **Certificate of Eligibility** from the Florida Department of Law Enforcement (FDLE) prior to filing your request with the court to seal or expunge a criminal history record. You are required to attach to your Application for Certificate of Eligibility a certified copy of the disposition of each charge you are seeking to have expunged or sealed. Certified copies of dispositions may be purchased from the division of the Clerk's Office in which your case was filed. The below list of addresses are provided for your convenience.

**Clerk of the Circuit Court
Customer Service Center
800 E. Twiggs St.
Rm 101
Tampa FL 33602
(813) 276-8100**

**Clerk of the Circuit Court
SouthShore Regional Service Center
410 30th St. S.E.
Ruskin, FL 33570
(813) 276-8100**

**Clerk of the Circuit Court
Plant City Courthouse
301 N. Michigan St.
Rm 1071
Plant City FL 33563
(813) 757-3918**

**Clerk of the Circuit Court Brandon
Regional Service Center
311 Pauls Drive
Suite 110
Brandon, FL 33511
(813) 276-8100**

Once you have received your **Certificate of Eligibility** you will need to complete and file the below listed forms with the Clerk of the Court. The below listed forms and instructions are also available for viewing and download at www.hillsclerk.com. Once you are at the webpage, select "Courts" and then "Expungement and Sealing Unit".

- ✓ **Affidavit: Must be completed and signed before a notary.**
- ✓ **Petition to Seal or Expunge: Must be completed and signed.**
- ✓ **Order to Seal or Order to Expunge depending on your Certificate of Eligibility: Must be completed except for judge's signature block**
- ✓ **Certificate of Eligibility (Original)**

You will need to contact the Expungement and Sealing Unit at 813-276-8100, Ext 3800 to find out your Court Division, Judge and amount due for processing fees and any outstanding fines, fees or court costs. **Processing fees as well as any outstanding fines, fees or court costs must be paid.** Acceptable forms of payment are cash, credit card, money order or cashier's checks. **Personal checks will not be accepted for payment of these fees.**

All original paperwork should be filed with the Expungement and Sealing Unit located at 800 East Twiggs St., Rm 101 in downtown Tampa. **If you mail in your paperwork, please send to Clerk of the Circuit Court, P.O. Box 3360, Tampa, Florida 33601.** A copy of the Petition must be delivered to the Office of the State Attorney (813-272-5400), and the arresting agency.

Once all of your paperwork is filed and the above stated costs are paid the judge will sign the Order. A certified copy of the signed Order to Seal or Order to Expunge will be provided to the attorney, defendant and all agencies involved in the case.

Statutes, former section 893.14, Florida Statutes, or former section 901.33, Florida Statutes, for at least 10 years; or there has not been indictment, information, or other charging document filed against the petitioner who is subject of this criminal history record information; or an indictment, information, or other charging document filed against the petitioner who is the subject of this criminal history information was dismissed by the prosecutor or the court.

6. A Certificate of Eligibility for expunction or sealing of non-judicial criminal history records issued by the Florida Department of Law Enforcement accompanies this petition.

WHEREFORE, the petitioner moves to expunge or seal any criminal history record information and any official court records regarding his/her arrest by _____ (arresting agency),
for _____ (charges),
on _____ (date).

I HEREBY CERTIFY that a true and correct copy of the foregoing pleading has been served on _____ (name of prosecuting authority),
(check one) State Attorney for the Thirteenth Judicial Circuit, in and for Hillsborough County, Special Prosecutor, Statewide Prosecutor; AND to the arresting agency _____ (arresting agency); Hillsborough County Sheriff; and the Florida Department of Law Enforcement, on _____ (date.)

Name: _____

Address: _____

City/State: _____

Telephone Number: _____

Fla Bar Number: _____

Original: Clerk of the Circuit Court
Copy: State Attorney's Office
Statewide Prosecutor
Florida Department of Law Enforcement
Arresting Agency (_____)

ORDERED AND ADJUDGED that the clerk of this court shall forward a certified copy of this order to the (check one) State Attorney, Special Prosecutor, Statewide Prosecutor, _____ (arresting agency), and the Sheriff of Hillsborough County, who will comply with the procedures set forth in section 943.0585, Florida Statutes, and appropriate regulations of the Florida Department of Law Enforcement, and who will further forward a copy of this order to any agency that their records reflect has received the instant criminal history record information; and it is further

ORDERED AND ADJUDGED that _____ (arresting agency) shall expunge all information concerning indicia of arrest or criminal history record information regarding the arrest or alleged criminal activity to which this petition pertains in accordance with the procedures set forth in section 943.0585, Florida Statutes, and Florida Rule of Criminal Procedures 3.692.

All costs of certified copies involved herein are to be borne by the petitioner.

DONE AND ORDERED in Chambers at Hillsborough County, Florida, this _____ day of _____, 201__.

Judge

Certified copies sent to:

Attorney _____
Defendant _____
Florida Department of Law Enforcement
Hillsborough County Sheriff's Office
Arresting Agency _____
Department of Corrections
OSCA-Court Services
Department of Motor Vehicles
Department of Juvenile Justice
State Attorney's Office
AOC-Court Reporter
Presido-Court Reporter
Salvation Army
Accounting
Misdemeanor Intervention Program
Juvenile Diversionary Program
Public Defender's Office
Domestic Violence Diversion
Consolidated or Circuit Case # _____
Other _____

ORDERED AND ADJUDGED that _____ (arresting agency) shall seal all information concerning indicia of arrest or criminal history record information regarding the arrest or alleged criminal activity to which this petition pertains in accordance with the procedures set forth in section 943.059, Florida Statutes, and Florida Rule of Criminal Procedures 3.692.

All costs of certified copies involved herein are to be borne by the petitioner.

DONE AND ORDERED in Chambers at Hillsborough County, Florida, this _____ day of _____, 201____.

Judge

Certified copies sent to:

Attorney _____
Defendant
Florida Department of Law Enforcement
Hillsborough County Sheriff's Office
Arresting Agency _____
Department of Corrections
OSCA-Court Services
Department of Motor Vehicles
Department of Juvenile Justice
State Attorney's Office
AOC-Court Reporter
Presido-Court Reporter
Salvation Army
Accounting
Misdemeanor Intervention Program
Juvenile Diversionary Program
Public Defender's Office
Domestic Violence Diversion
Consolidated or Circuit Case # _____
Other _____