<u>Instructions for the Sealing or Expungment</u> 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. Twigges St.
Rm 101
Clerk of the Circuit Court
SouthShore Regional Service Center
410 30th St. S.E.
Ruskin, FL 33570
(813) 276-8100
(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.

STA	TE OF FLORIDA	CASE NUME	BER(S):	
VS				
(Def	endant's Name)	DIVIS	SION:	
		AFFIDAVIT		
	e of Florida nty of Hillsborough			
I,style	ed cause and I do hereby swear of	, am the defe or affirm that:	ndant/petitioner in the above-	
1.	I fully understand the meaning of all the terms of this affidavit.			
2.	I have never been adjudicated guilty of a criminal offense or a comparable ordinance violation nor adjudicated delinquent for committing a felony or a misdemeanor specified in section 943.051(3)(b), Florida Statues.			
3.	I was arrested on (date), by (arresting agency), and I have not been adjudicated guilty of, nor adjudicated delinquent for committing, any of the acts stemming from that arrest or the alleged criminal activity surrounding my arrest.			
4.	I am eligible for the relief requested, to the best of my knowledge and belief, and do not have any other petition to expunge or seal pending before the court.			
5.	I have never secured a prior records expunction under any law.			
6.	(For use in expunction petitions only.) My record of arrest for this date has been sealed for at least 10 years; or an indictment, information, or other charging document filed against me was dismissed by the prosecutor or the court.			
		Petitio	ner	
Swo	rn to and subscribed before me	on		
Personally known or produced identification Type of identification produced			Y PUBLIC, or other person authorized nister an oath	
Му со	ommission expires:			
		Printed, of Notar	typed, or stamped commissioned name v Public	

STATE O	F FLORIDA	CASE NUMBER(S):	
VS			
		DIVISION:	
Defendar	nt's Name)		
	I	PETITION TO EXPUNGE OR SEAL	
Th	ne petitioner,		, by and
hrough th	ne undersigned attorn	ney, petitions this honorable court, under Flo	orida Rule of Criminal
Procedure	3.692 and section	943.0585 (Expungement) or 943.059	(Sealing) Florida
Statutes, t	o Expunge or	Seal all criminal history record informat	ion in the custody of
any crimii	nal justice agency an	d the official records of the court concernin	g the petitioner's arrest
on		(date) by	
charges),	and as grounds there	fore shows:	
1.	On (da	ate of arrest), the petitioner	,
		x/race), whose date of birth is	
	was arrested by		(arresting agency), and
	charged with		(charges).
2.	1	not been adjudicated guilty of nor adjudicated naming from this arrest or alleged criminal ac	0 0
3.	comparable ordinar	not been previously adjudicated guilty of a cance violation nor adjudicated delinquent for cified in section 943.051(3)(b), Florida Stat	committing a felony or
4.	943.0585, or 943.0	not secured a prior records expunction or secured 59, Florida Statutes, former section 943.058.14, Florida Statutes, or former section 901. or authority.	3, Florida Statutes,

5. (To be used only when requesting expunction.) The petitioner's record has been sealed under section 943.059, Florida Statutes, former section 943.058, Florida

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.

			(arresting agency),
for _			(charges)
on		(date).	
I HEF	REBY CERTIFY tl	hat a true and correct	t copy of the foregoing pleading has been
serve	d on		(name of prosecuting authority),
(chec	k one) State A	ttorney for the Thirte	eenth Judicial Circuit, in and for
		Special Prosecut	tor, Statewide Prosecutor; AND to the
arrest	ing agency		(arresting
on		_(date.)	
on			
on		Name:	
on		Name:_Addres	ss:
on		Name:_ Addres City/St	ss: tate:
on		Name:_ Addres City/St Telepho	ss:tate:
on		Name:_ Addres City/St Telepho	ss:tate:
nal:	Clerk of the C	Name:	ss: tate: tone Number: r Number:
	Clerk of the C State Attorney Statewide Pro	Name:	atate: none Number: r Number:

C	OUNTY CRIMINAL	CIRCUIT CRIMINAL	JUVENILE DIVISION	TRAFFIC
STAT	E OF FLORIDA	C	ASE NUMBER(S):	
VS				
 (Defer	ndant's Name)		DIVISION:	
(Detel	idant 8 Name)			
C		E UNDER SECTION 943 A RULE OF CRIMINAI	3.0585, FLORIDA STATU L PROCEDURE 3.692	JTES, AND
certair	n records of the petition	er's arrest on	me this date upon a petiti	(date),
by			(arr	esting agency),
for			(ch	arges), and the
	naving heard argument nereby finds the following	_	erwise fully advised in the	e premises, the
1.	comparable ordinance	• •	icated guilty of a criminal d delinquent for committing), Florida Statutes.	
2.	-		r adjudicated delinquent f minal activity to which the	_
3.	The petitioner has not	secured a prior records e	expunction or sealing.	
4.	other charging docum	ent was ever filed in this on, or other charging docu	0 years; or no indictment, case against the petitioner ument filed against the de	r; or an
5.	_	•	a Department of Law Enf	

ORDERED AND ADJUDGED that the petition to expunge is hereby granted. All court records pertaining to the above-styled case shall be sealed in accordance with the procedures set forth in Florida Rule of Criminal Procedure 3.692; and it is further

Whereupon it is

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				
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				

CT A T	E OE EL ODIDA	CASE NUMBER(S).	
S 1A1.	E OF FLORIDA	CASE NUMBER(S):	
VS			
		DIVISION:	
(Defer	ndant's Name)	_	
ORI		UNDER SECTION 943.059, FLORIDA LE OF CRIMINAL PROCEDURE 3.6	
of the	petitioner's arrest on	to be heard before me this date upon a (date), by	
(arrest the cou	ing agency), for urt having heard argument of urt hereby finds the following	counsel and being otherwise fully advis	(charges), and sed in the premises,
1.	comparable ordinance viola	eviously been adjudicated guilty of a crition nor adjudicated delinquent for comection 943.051(3)(b), Florida Statutes.	
2.		dicated guilty of nor adjudicated delinque om the arrest or criminal activity to which	
3.	The petitioner has not secur	ed a prior records expunction or sealing	·.
4.	•	ssued by the Florida Department of Law r sealing of nonjudicial criminal history	
per	rtaining to the above-styled c	that the petition to seal is hereby grante ase shall be sealed in accordance with the cedure 3.692; and it is further	
thi Pro Sh 94: En	s order to the (check one) osecutor, eriff of Hillsborough County 3.059, Florida Statutes, and a forcement, and who will furt	State Attorney, Special Prosecutor, (arresting, who will comply with the procedures appropriate regulations of the Florida Deher forward a copy of this order to any instant criminal history record informatics.	Statewide agency), and the set forth in section epartment of Law agency that their

ORDERED AND ADJUDGED that	(arresting
agency) shall seal all information concerning indicia of arrest or criminal history information regarding the arrest or alleged criminal activity to which this petition accordance with the procedures set forth in section 943.059, Florida Statutes, and Rule of Criminal Procedures 3.692.	record pertains in
All costs of certified copies involved herein are to be borne by the petitioner.	
DONE AND ORDERED in Chambers at Hillsborough County, Florida, this of, 201	day
Judge	
Certified copies sent to:	
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	