

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
Felony Division – Rm 202
800 East Kennedy Blvd
Tampa FL 33602
(813) 276-8100 Ext 4368**

**Clerk of the Circuit Court
Misdemeanor Division – Rm 752
700 East Twiggs St
Tampa FL 33602
(813) 276-8100 Ext 4357**

**Clerk of the Circuit Court
Juvenile Division – Rm 452
801 East Twiggs St
Tampa FL 33602
(813) 276-8100 Ext 4369**

**Clerk of the Circuit Court
Traffic Division
419 Pierce Street
Tampa FL 33602
(813) 276-8200**

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

**Clerk of the Circuit Court
Expungement & Sealing Unit
800 E. Twiggs St., Rm 101
Tampa, FL 33602
(813) 276-8100 Ext. 3800**

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 1110, 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.

IN THE THIRTEENTH JUDICIAL CIRCUIT IN AND FOR HILLSBOROUGH COUNTY, FLORIDA

COUNTY CRIMINAL CIRCUIT CRIMINAL JUVENILE DIVISION TRAFFIC

STATE OF FLORIDA

CASE NUMBER(S): _____

VS

(Defendant's Name)

DIVISION: _____

PETITION TO EXPUNGE OR SEAL

The petitioner, _____, by and through the undersigned attorney, petitions this honorable court, under Florida Rule of Criminal Procedure 3.692 and section 943.0585 (Expungement) or 943.059 (Sealing) Florida Statutes, to Expunge or Seal all criminal history record information in the custody of any criminal justice agency and the official records of the court concerning the petitioner's arrest on _____ (date) by _____ (arresting agency), for _____ charges), and as grounds therefore shows:

1. On _____ (date of arrest), the petitioner _____, a _____ (sex/race), whose date of birth is _____ (date of birth), was arrested by _____ (arresting agency), and charged with _____ (charges).
2. The petitioner has not been adjudicated guilty of nor adjudicated guilty of committing any of the acts stemming from this arrest or alleged criminal activity.
3. The petitioner has not been previously 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 Statutes.
4. The petitioner has not secured a prior records expunction or sealing under section 943.0585, or 943.059, Florida Statutes, former section 943.058, Florida Statutes, former section 893.14, Florida Statutes, or former section 901.33, Florida Statutes, or any other law, rule, or authority.
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.

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 (_____)

IN THE THIRTEENTH JUDICIAL CIRCUIT IN AND FOR HILLSBOROUGH COUNTY, FLORIDA

COUNTY CRIMINAL CIRCUIT CRIMINAL JUVENILE DIVISION TRAFFIC

STATE OF FLORIDA

CASE NUMBER(S): _____

VS

(Defendant's Name)

DIVISION: _____

AFFIDAVIT

State of Florida
County of Hillsborough

I, _____, am the defendant/petitioner in the above-styled cause and I do hereby swear or affirm that:

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 Statutes.
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.

Petitioner

Sworn to and subscribed before me on _____.

Personally known _____ or produced identification _____
Type of identification produced _____

NOTARY PUBLIC, or other person authorized to administer an oath

My commission expires:

Printed, typed, or stamped commissioned name of Notary Public

IN THE THIRTEENTH JUDICIAL CIRCUIT IN AND FOR HILLSBOROUGH COUNTY, FLORIDA
 COUNTY CRIMINAL CIRCUIT CRIMINAL JUVENILE DIVISION TRAFFIC

STATE OF FLORIDA

CASE NUMBER(S): _____

VS

(Defendant's Name)

DIVISION: _____

ORDER TO EXPUNGE UNDER SECTION 943.0585, FLORIDA STATUTES, AND
FLORIDA RULE OF CRIMINAL PROCEDURE 3.692

THIS CAUSE having come to be heard before me this date upon a petition to expunge certain records of the petitioner's arrest on _____ (date), by _____ (arresting agency), for _____ (charges), and the court having heard argument of counsel and being otherwise fully advised in the premises, the court hereby finds the following:

1. The petitioner has never previously 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 Statutes.
2. The petitioner was not adjudicated guilty of nor adjudicated delinquent for committing any of the acts stemming from the arrest or criminal activity to which the instant petition pertains.
3. The petitioner has not secured a prior records expunction or sealing.
4. This record has either been sealed for at least 10 years; or no indictment, information, or other charging document was ever filed in this case against the petitioner; or an indictment, information, or other charging document filed against the defendant was dismissed by the prosecutor or the court.
5. A Certificate of Eligibility issued by the Florida Department of Law Enforcement accompanied the petition for expunction of non-judicial criminal history records.
Whereupon it is

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

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 _____

IN THE THIRTEENTH JUDICIAL CIRCUIT IN AND FOR HILLSBOROUGH COUNTY, FLORIDA
 COUNTY CRIMINAL CIRCUIT CRIMINAL JUVENILE DIVISION TRAFFIC

STATE OF FLORIDA

CASE NUMBER(S): _____

VS

(Defendant's Name)

DIVISION: _____

ORDER TO SEAL RECORDS UNDER SECTION 943.059, FLORIDA STATUTES, AND
FLORIDA RULE OF CRIMINAL PROCEDURE 3.692

THIS CAUSE having come to be heard before me this date upon a petition to seal records of the petitioner's arrest on _____ (date), by _____ (arresting agency), for _____ (charges), and the court having heard argument of counsel and being otherwise fully advised in the premises, the court hereby finds the following:

1. The petitioner has never previously 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 Statutes.
2. The petitioner was not adjudicated guilty of nor adjudicated delinquent for committing any of the acts stemming from the arrest or criminal activity to which the instant petition pertains.
3. The petitioner has not secured a prior records expunction or sealing.
4. A Certificate of Eligibility issued by the Florida Department of Law Enforcement accompanied the petition for sealing of nonjudicial criminal history records.
Whereupon it is

ORDERED AND ADJUDGED that the petition to seal 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

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 943.059, 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 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 _____