

**Instructions for the Sealing or Expungement
of Criminal History Records**

- Obtain a Certificate of Eligibility from the Florida Department of Law Enforcement (FDLE) prior to filing your request with the court
 - a. Access the link to FDLE <https://www.fdle.state.fl.us/Seal-and-Expunge-Process/Seal-and-Expunge-Home>
- You are required to attach a certified copy of the disposition of each charge you are seeking to have expunged or sealed to your Application for Certificate of Eligibility.
 - a. Certified copies of dispositions may be purchased through our Self Service Options on our website <https://www.hillsclerk.com/Self-Service> or in person at our customer service centers:

Clerk of the Circuit Court
Customer Service Center
800 E. Twiggs St. Rm 101
Tampa, FL 33602
(813) 276-8100, ext. 3800

Clerk of the Circuit Court
Plant City Courthouse
301 N. Michigan St. Rm 1071
Plant City, FL 33563
(813) 276-8100, ext. 3800

Once you have received your Certificate of Eligibility, complete and file the forms listed below with the Clerk of the Court. Each of the documents listed below are available for viewing and download on our website at <https://www.hillsclerk.com/Court-Services/Expungement-and-Sealing>. Each form must have all of the sections accurately completed. The petition and proposed order must include the primary case number and the case numbers for each related case, if any.

- **Sworn Statement:** Must be completed and signed before a notary.
- **Petition to Seal or Expunge:** Must be completed and signed.
 - **Arrest charges must include all charges at the time of arrest as listed in the criminal report affidavit & any subsequent arrests for the case(s)**
- **Proposed Order to Seal or Order to Expunge depending on your Certificate of Eligibility:**
 - Must be completed except for judge's signature block
 - **Arrest charges must include all charges at the time of arrest as listed in the criminal report affidavit & any subsequent arrests for the case(s)**
- **FDLE Certificate of Eligibility**

Processing fees and any outstanding fines, fees or court costs must be paid. Contact the Expungement and Sealing Unit at 813-276-8100, Ext. 3800 or Seal_ExpungementTeam@hillsclerk.com for the amount due for any outstanding costs, court division and presiding Judge. Acceptable forms of payment for any outstanding costs are cash, money order, cashier's checks or law firm checks (must be from the law firm representing the defendant). **Personal checks will not be accepted for payment of these fees.** **Mail payments to:** Clerk of the Circuit Court, Attn: Expungement and Sealing Unit, P.O. Box 3360, Tampa, Florida 33601. **For In person payments** visit either of our customer service centers listed above. A copy of the Petition must be delivered to the Office of the State Attorney (813-272-5400), and the arresting agency at the same time it is filed with the Clerk.

Once all of your paperwork is filed, the petition and unsigned order filed with the Clerk will be submitted to the Court for review after 15 business days has lapsed from the date of filing. If corrected or modified forms are requested, you will be advised of the due date by which they must be filed with our office. The parties and agencies involved in the case will receive certified copies of the court's ruling by mail or encrypted e-mail.