
FEES FOR FILING A PETITION TO SEAL/EXPUNGE
\$2.10 FEE TO PURCHASE A SEAL/EXPUNGE PACKET

At the time of filing the notarized Petition to Seal/Expunge Criminal History Record and the notarized Affidavit, a filing fee of \$62.00 shall be paid to the Clerk of Court. Our office includes the charges of \$1.00 per page for copies, and \$2.00 per page for certification.

GENERAL INSTRUCTIONS & INFORMATION:

1. **Applicable law:** Sections 943.0585 and 943.059, Florida Statutes, and Chapter 11C-7, Florida Administrative Code (FAC), govern the use of this application, for the expunction or sealing of non-judicial criminal history records by criminal justice agencies. These statutes and the implementing rules require that you obtain a **Certificate of Eligibility** from the Florida Department of Law Enforcement (FDLE) **prior** to requesting a court for an order to seal or expunge your non-judicial criminal history records, and that you provide the information required by this application process.
2. Please type or print all information, except signatures. Complete all required portions of the application and submit all required documents and the processing fee noted below, under Section A. Failure to disclose your social security number (SOC) may delay the processing time of your application. **If your application is submitted without all the required information, documentation, or the processing fee, FDLE may reject your application.**
3. **Mailing information:** Mail your completed application package and fee to the following address:

**Florida Department of Law Enforcement
ATTN: Expunge/Seal Section
P.O. Box 1489
Tallahassee, Florida 32302-1489**
4. **Contact Information:** FDLE's Expunge/Seal Section – (850) 410-7870.
5. **Optional Personal Review of your Florida criminal history record:** If you have questions about what appears in your Florida criminal history record maintained by FDLE, you may wish to obtain a Personal Review of your record from FDLE, pursuant to Chapter 11C-8, FAC, before submitting this application form. The Personal Review is **optional** and is not required for FDLE to process your Application for Certification of Eligibility for expunction or sealing of your record. To obtain a Personal Review, please complete and submit the enclosed FDLE **Fingerprint form** and a **letter** requesting a personal review to FDLE at the address above. If you submit the fingerprint form and a letter for your Personal Review, please **DO NOT** send in the APPLICATION or the \$75.00 processing fee until the Personal Review is completed; the results of your personal review may influence your decision to request the expunction or sealing of your criminal history record.

SECTION A: FOR ALL APPLICANTS

1. Complete **every part** of SECTION A. Make sure your **signature**, as the applicant, is **notarized**.
2. If you were given a **Notice to Appear** and **not** physically arrested for the charge(s), indicate the date of the Notice to Appear in the box marked "Date of Arrest."
3. **NON-REFUNDABLE Processing Fee:** Submit with your application a **money order or Cashier's check** in the amount of **\$75.00**, made payable to the Florida Department of Law Enforcement (FDLE).
4. Submit the attached **fingerprint form** with your fingerprints, as part of your application packet. **This form must be completed by authorized personnel at a law enforcement or criminal justice agency**, using **only** the attached FDLE Fingerprint form. (If you have obtained a **Personal Review; send the fingerprint card back** with the enclosed fingerprint form, please resubmit the same form for the Expunge/Seal "Certificate of Eligibility" application.)
5. Provide a **certified copy of the final disposition(s)** for **each** of the charges you list on your application. Dispositions can usually be obtained from the office of the Clerk of Courts in the county where you were charged. For Pretrial Intervention and other Diversion programs, a **certified letter of completion** from the State Attorney or Statewide Prosecutor may substitute for a certified disposition. If you received probation for any of the charges, you must also submit a **certified copy of the termination of your probation**.

SECTION B: FOR EXPUNCTION APPLICANTS ONLY

1. **Submit the application to the State Attorney or Statewide Prosecutor for completion of SECTION B only if you are applying to have your records EXPUNGED.** NOTE: In addition to proper completion of Section B, you must also submit the certified copies of disposition(s) and termination of probation required under Section A.

SECTION C: FOR FDLE USE ONLY

**REASONS AN APPLICATION FOR CERTIFICATE OF ELIGIBILITY TO SEAL OR
EXPUNGE A CRIMINAL HISTORY RECORD WILL BE DENIED**

Pursuant to Sections s.943.0585 and s.943.059, Florida Statutes, a Certificate of Eligibility to expunge or seal a criminal history record **cannot** be issued under any of the following circumstances:

1. The criminal history record reflects that you have been adjudicated guilty of a criminal offense or comparable ordinance violation or adjudicated delinquent for committing any felony or a misdemeanor specified in s.943.051(3)b. **Certain driving violations are classified as criminal, such as DUI, reckless driving, and (with some exceptions) driving while license is suspended/canceled/revoked.**
2. The criminal history record reflects that you have been adjudicated guilty of or adjudicated delinquent for committing one or more of the acts stemming from the arrest or alleged criminal activity to which the application pertains.
3. The criminal history record reflects that you have received a prior sealing or expunction of a criminal history record under s.943.0585, s.943.059, former s.893.14, former s.901.33, former s.943.058, or from any jurisdiction outside the state.
4. The criminal history record to which the application pertains relates to a violation of s.393.135, s.394.4593, s.787.025, chapter 794, s.796.03, s.800.04, s.810.14, s.817.034, s.825.1025, s.827.071, chapter 839, s.847.0133, s.847.0135, s.847.0145, s.893.135, s.916.1075, a violation enumerated in s.907.041, or a violation of any offense qualifying for registration as a sexual predator under s.775.21 or for registration as a sexual offender under s.943.0435, Fla. Stat., with a finding of guilt, or a plea or guilty or nolo contendere (without regard to whether adjudication was withheld).
5. The criminal history record reflects that you have another petition to seal or expunge pending before a court of competent jurisdiction.
6. The criminal history record reflects that the court supervision applicable to the disposition of the arrest or alleged criminal activity to which the application pertains has not been completed.
7. **[For expunction only]** The criminal history record reflects that some or all of the charges related to the arrest or criminal activity to which the application pertains were not dismissed prior to trial, adjudication, or the withholding of adjudication, If no other disqualification applies, the record would be eligible to be sealed.

PLEASE NOTE: The Governor and Cabinet of Florida, acting in the capacity of the Board of Executive Clemency, declared on June 10, 1999, that the granting of a full pardon does not remove any condition of ineligibility for sealing or expunging a criminal history record which would otherwise be imposed by a conviction or withholding of adjudication pursuant to Sections 943.0585 and 943.059, Florida Statutes, and, acting in the capacity of agency head of the Department of Law Enforcement, the Board directed FDLE to deny a Certificate of Eligibility to any person receiving a pardon who is otherwise ineligible for the sealing or expunging of the person's criminal history record.

DISQUALIFYING CHARGES FOR EXPUNCTION/SEALING

A request for a certificate of eligible for an expunction or sealing of a criminal history record will be denied if the defendant was found guilty or pled guilty or nolo contendere, even if the adjudication was withheld, on any violation of the following:

Offenses listed in S.907.041, F.S.

1. Arson
2. Aggravated Assault
3. Aggravated Battery
4. Illegal use of explosives
5. Child abuse or Aggravated Child Abuse
6. Abuse of an elderly person or disabled adult, or aggravated abuse of an elderly person or disabled adult
7. Aircraft piracy
8. Kidnapping
9. Homicide
10. Manslaughter
11. Sexual Battery
12. Robbery
13. Carjacking
14. Lewd, lascivious, or indecent assault or act upon or in the presence of a child under the age of 16 years
15. Sexual activity with a child, who is 12 years of age or older but less than 18 years of age, by or at solicitation of a person in familial or custodial authority
16. Burglary of a dwelling
17. Stalking of Aggravated Stalking
18. Act of Domestic Violence, as defined in s.741.28
19. Home-invasion Robbery
20. Act of Terrorism as defined by s.775.30
21. Attempting or conspiring to commit any of the above crimes
22. Manufacturing any substances in violation of chapter 893

S.393.135, F.S.

Sexual misconduct with developmentally disabled person and related offenses

S.394.4593, F.S.

Sexual misconduct with mentally ill person and related offenses

S.787.025, F.S.

Luring or enticing a child

Chapter 794, F.S.

Sexual Battery and related offense

S.796.03, F.S.

Procuring person under 18 for prostitution

S.800.04, F.S.

Lewd or lascivious offenses committed upon or in the presence of persons less than 16 years of age

S.810.14, F.S.

Voyeurism

S.817.034, F.S.

Florida Communication Fraud Act

(Scheme to Defraud or Organized Fraud, as defined in s.817.034, F.S.)

S.825.1025, F.S.

Lewd or lascivious offense upon or in presence of elderly person or disabled adult

S.827.071, F.S.

Sexual performance by a child

Chapter 839, F.S.

Offenses by Public Officers and Employees

S.847.0133, F.S.

Showing, etc., obscene literature to minor

S.847.0135, F.S.

Computer pornography

S.847.0145, F.S.

Selling or buying of minors

S.893.135, F.S.

Trafficking in controlled substances

S.916.1075

Sexual misconduct with mentally deficient or mentally ill defendant and related offenses

A violation of any offense qualify for registration as a sexual predator under s.775.21 or for registration as a sexual offender under s.943.0435.

All references are from Florida Statutes

FLORIDA DEPARTMENT OF LAW ENFORCEMENT
APPLICATION FOR CERTIFICATION OF ELIGIBILITY
PLEASE TYPE OR PRINT ALL INFORMATION

SECTION A - ALL APPLICANTS

Form with fields: Last Name, First Name, Middle Name, Aliases, Residence Phone, Business Phone, Date of Birth (DOB), Race, Sex, Social Security No., Mailing Address, City, State, Zip, Permanent Address, Arresting Agency, Date(s) of Arrest, Florida Drivers License No.

Select One: Expunge Seal NOTE: For Expunction applications, the State Attorney or Statewide Prosecutor must complete Section B.

Charge(s) 1. 2. 3. 4. I hereby certify that the information contained herein is true and correct to the best of my knowledge. Signature Date

NOTARY Sworn to and subscribed before me This Day of , 20 (Signature of Notary Public) (Print, Type, or Stamp Commissioned Name of Notary or Deputy Clerk of the Court) Personally Known or Produced Identification Type of Identification Produced:

State Attorney/Statewide Prosecutor County Circuit Reviewing Officer

Table with columns: Charge(s) Description, Statute Violation, Case Number, Action. Includes a large watermark: FOR EXPUNCTION APPLICATIONS ONLY

SECTION B - STATE ATTORNEY FOR EXPUNCTION APPLICATIONS ONLY

Pursuant to s.943.0585, Fla. Stat., I certify (1)(a) that an indictment, information, or other charging document was not filed or issued in the above-referenced case; or (b) that an indictment, information, or other charging document, if filed or issued in the case, was dismissed or nolle prosequi by the state attorney or statewide prosecutor, or was dismissed by a court of competent jurisdiction prior to trial, adjudication, or the withholding of adjudication; and (2) that the criminal history record does not relate to a violation of s.393.135, s.394.4593, s.787.025, chapter 794, s.796.03, s.800.04, s.810.14, s.817.034, s.825.1025, s827.071 chapter 839, s847.0133, s847.0135, s.847.0145, s.893.135, s.916.1075, a violation enumerated in s.907.041, or a violation of any offense qualifying for registration as a sexual predator under s.775.21 or for registration as a sexual offender under s.943.0435, Fla. Stat., without regard to whether adjudication was withheld, where the defendant was found guilty of, or pled guilty or nolo contendere to any such offense, or where the defendant, as a minor, was found to have committed, or pled guilty or nolo contendere to committing, such an offense as a delinquent act. My signature below indicates only that the above statutory criteria have been satisfied and does not imply an opinion that the record in question should or should not be expunged.

I certify that I have reviewed the state's/court's file in the above-referenced case and believe that this applicant is not eligible to have the criminal history record expunged for the following reason(s), pursuant to s.943.0585, Fla. Stat.: All charges related to the arrest or criminal activity to which this application pertains were not dismissed prior to trial, adjudication, or the withholding of adjudication, and as such, said criminal history record, if eligible, must be sealed for at least 10 years before it may be eligible to be expunged; and/or The criminal history record relates to a violation of s.393.135, s.394.4593, s.787.025, chapter 794, s.796.03, s.800.04, s.810.14 s.817.034, s.825.1025, s827-071, chapter 839, s.847.0133, s847.0135, s.847.0145, s.893.135, s.916.1075, a violation enumerated in s.907.041, or a violation of any offense qualifying for registration as a sexual predator under s.775.21 or for registration as a sexual offender under s.943.0435 Fla. Stat., without regard to whether adjudication was withheld, where the defendant was found guilty of, or pled guilty or nolo contendere to any such offense, or where the defendant, as a minor, was found to have committed, or pled guilty or nolo contendere to committing, such an offense as a delinquent act; and/or Other reason:

Signature Title(Prosecuting Authority) Date Expunge/Seal Section I.D.# ORI Certification Status Approved Denied Seal Expunge Date Received Date Entered Date Mailed

SECTION C FDLE

IMPORTANT: A CERTIFICATE OF ELIGIBILITY IS VALID FOR 12 MONTHS FROM THE DATE OF ISSUANCE. AFTER THAT TIME, A NEW CERTIFICATE MUST BE APPLIED FOR.

FINGERPRINTS FOR APPLICATION FOR CERTIFICATION OF ELIGIBILITY

Name:
 Last _____ First _____ Middle _____

Alias(aka)
 Name: Last _____ First _____ Middle _____

RACE: ___ **SEX:** ___ **DOB:** _____ * **SOC:** _____ **Place of Birth:** _____

**Please mail completed application and fingerprints to:
 FDLE, P.O. Box 1489, Tallahassee, FL 32302, Attn: Expunge/Seal Section**

Signature of official taking fingerprints: _____ ORI: _____

Signature of person fingerprinted: _____ Date: _____

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|-------------|-------------|--------------|---|---------------|
| | | | | |
| 1. R. Thumb | 2. R. Index | 3. R. Middle | 4. R. Ring | 5. R. Little |
| | | | | |
| 6. L. Thumb | 7. L. Index | 8. L. Middle | 9. L. Ring | 10. L. Little |
| | L. Thumb | R. Thumb | Right Four Fingers Taken Simultaneously | |

- Social Security Number, this information is voluntary; failure to disclose may delay the processing time of your application.

DID YOU REMEMBER TO:

- Complete the application? Did you Sign and date the application in front of a notary?
- Provide a certified (stamped copy) disposition of your case you want to have sealed/expunged?
- Include your name, race/sex, date of birth, social security number and signature on the fingerprint form?
- Provide a \$75.00 check or money order made payable to FDLE? Did you sign and completely fill out the check or money order?
- Include an Attorney's letterhead, if you (applicant) are represented by an attorney?
- Make copies of your application and documents for your records?
- For Expunge Applicants only: Is Section B completed and signed by the State Attorney's Office?
- For Juvenile Expunge Applicants only: Is Section B completed and signed by the State Attorney's Office?

FDLE asks that you provide your social security number (SSN). The decision to provide your SSN is at your option, and if you provide your SSN, FDLE will use it for purposes of identification, and may share the information with other agencies for the same purpose. FDLE's request for your SSN is authorized by state law because use of it is imperative for FDLE to fulfill its lawful duties and responsibilities. Your failure to provide your SSN may result in a delay in processing your application or request.

State of Florida,
Plaintiff
Vs.

Case # _____

Defendant/Petitioner

AFFIDAVIT

State of Florida
County of Walton

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 of the terms of this affidavit.
2. I have never been adjudicated guilty of a criminal offense or a comparable ordinance violation.
3. I was arrested on the _____ day of _____, _____, by _____ (arresting agency), and I have not been adjudicated guilty of the charges 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 any court.
5. I have never secured a prior records expunction or sealing 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 or information was not filed against me for the above criminal transaction; or an indictment or information filed against me was dismissed by the prosecutor or the Court.

Petitioner

Sworn to and subscribed before me this _____ day of _____,
20____.

Notary Public

Printed, typed or stamped commissioned name
of Notary Public.

STATE OF FLORIDA,
Plaintiff,

VS.

CASE NO: _____

Defendant.

PETITION TO SEAL/EXPUNGE CRIMINAL HISTORY RECORD

COMES NOW the Defendant, _____, and petitions this Honorable Court, pursuant to Florida Rule of Criminal Procedure 3.692, and Florida Statute 943.059 to SEAL / EXPUNGE (circle one) all criminal history record information concerning his/her arrest on the _____ day of _____, 20 _____, by the

_____ (arresting agency), for _____ (charges), and as grounds therefore would show by the following sworn statement attesting:

1. That on the _____ day of _____, 20 _____, the Defendant, _____, a _____ (race/sex), whose date of birth is _____, was arrested and charged with _____.
2. That the Defendant has never previously been adjudicated guilty of a criminal offense or an ordinance having all the essential elements of a statutory misdemeanor or felony.
3. That the defendant has not been adjudicated guilty of any of the charges stemming from the arrest or alleged criminal activity to which this petition pertains.
4. That the Defendant has not secured a prior records expunction or sealing under this Section, former Section 893.14, former Section 901.33, or former Section 943.058, or from any jurisdiction outside the state.
5. That the Defendant is eligible to the best of his or her knowledge or belief and does not have any other petition to seal or petition to expunge pending before any court.

6. That prior to filing this petition, the Defendant has applied to and received from the Department of Law Enforcement, a certificate of eligibility for sealing. The certificate of eligibility (FDLE Form 40-022) is attached to this petition.

WHEREFORE, the Defendant, _____, moves this Honorable Court to seal / expunge any criminal history record information concerning his/her arrest by _____ (arresting agency) for _____ (charges) on the _____ day of _____, 20 ____.

I HEREBY CERTIFY that a true and correct copy of the foregoing pleading has been served upon William Eddins, State Attorney for the First Judicial Circuit, in and for Walton County, _____ (arresting agency), and the Sheriff of Walton County this ____ day of _____, 20 ____.

Name:
Address:
City/State/Zip:
Phone Number:

STATE OF FLORIDA
COUNTY OF Walton County

Sworn to and subscribed before me this ____ day of _____, 20 ____.

Notary Public

My Commission Expires:

NOTICE: Any person who knowingly provides false information on this sworn petition commits a felony of the third degree.

STATE OF FLORIDA,
Plaintiff,

Vs.

CASE NO. _____

_____,
Defendant/Petitioner.

**ORDER TO EXPUNGE CRIMINAL HISTORY RECORDS PURSUANT TO FLORIDA
STATUTE SECTION 943.0585 AAND FLORIDA RULE OF CRIMINAL PROCEDURE 3.692**

THIS CAUSE having come on to be heard before me this date upon a
Petition to Expunge certain records of the petitioner's arrest on the _____ day of
_____, 20____, by the _____ (arresting
agency) for _____ (charges), and the Court having heard argument
of counsel and being otherwise advised in the premises, the Court hereby finds the following:

1. The petitioner has never been adjudicated guilty of a criminal offense or comparable ordinance violation.
2. The petitioner was not adjudicated guilty of charges stemming from the arrest or criminal activity to which this expunction petition pertains.
3. The petitioner has not secured a prior records expunction or sealing.
4. This record has been sealed for at least 10 years and/or the indictment or information filed (if any) against the petitioner was dismissed by the prosecutor or the Court. Whereupon it is

ORDERED that the Petition to Expunge is granted. All Court records pertaining to the above-styled case shall be expunged in accordance with the procedures set forth in Florida Rules of Criminal Procedure 3.692; and it is further

ORDERED that the Clerk of this Court shall forward a certified copy of this Order to the State Attorney (or if applicable, the statewide prosecutor), _____
_____, (arresting agency), and the Sheriff of Walton County, who will comply with the procedures set forth in the authorities cited above and appropriate regulations of the 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 that _____ (arresting agency) and the Florida Department of Law Enforcement shall expunge all information concerning indicia of arrest or criminal history record information regarding this petitioner in accordance with the procedures set forth in the authorities cited above.

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

DONE AND ORDERED in DeFuniak Springs, Walton County, Florida this ____ day of _____, 20 ____.

County Judge / Circuit Judge

Copies to: State Attorney
Defendant/Petitioner
Arresting Agency
Sheriff of Walton County
Florida Department of Law Enforcement

STATE OF FLORIDA,
Plaintiff,

Vs.

CASE NO. _____

Defendant/Petitioner.

ORDER TO SEAL CRIMINAL HISTORY RECORDS PURSUANT TO FLORIDA STATUTE SECTION 943.0585 AND FLORIDA RULE OF CRIMINAL PROCEDURE 3.692

THIS CAUSE having come on to be heard before me this date upon a Petition to Seal certain records of the petitioner's arrest on the _____ day of _____, 20____, by the _____ (arresting agency) for

_____ (charges), and the Court having heard argument of the petitioner and being otherwise advised in the premises, the court hereby finds the following:

1. The petitioner has never previously been adjudicated guilty of a criminal offense or comparable ordinance violation.
2. The petitioner was not adjudicated guilty of charges stemming from the arrest or criminal activity to which this Petition to Seal pertains.
3. The petitioner has not secured a prior records expunction or sealing; whereupon it is

ORDERED that the clerk of this court shall forward a certified copy of this Order to the State Attorney (or if applicable, the statewide prosecutor), _____ (arresting agency), and the Sheriff of Walton County, who will comply with the procedures set forth in the authorities cited above and appropriate regulations of the 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 that the clerk of this Court shall forward a certified copy of this Order to the State Attorney (or if applicable, the statewide prosecutor), _____ (arresting agency), and the Sheriff of Walton County, who will comply with the procedures set forth in the authorities cited above and appropriate regulations of the 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 information; and it is further

ORDERED that the _____ (arresting agency) and the Florida Department of Law Enforcement shall seal all information concerning indicia of arrest or criminal history record information regarding this petitioner in accordance with the procedures set forth in the authorities cited above. All costs of certified copies involved herein are to be borne by the Petitioner.

DONE AND ORDERED in DeFuniak Springs, Walton County, Florida, this ____ day of _____, 20 ____.

County Judge / Circuit Judge

Copies to: State Attorney
Defendant/Petitioner
Arresting Agency
Sheriff of Walton County
Florida Department of Law Enforcement