



# Bob Inzer

Clerk of Circuit Court  
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Clerk of Courts ❖ Clerk of County Commission ❖ Auditor ❖ Treasurer ❖ Recorder ❖ Custodian of County Funds

REV. 05/06

## INSTRUCTIONS FOR SEALING OR EXPUNGING A COURT RECORD

Complete the following paperwork for this process:

- I. **Florida Department of Law Enforcement (FDLE) application for Certificate of Eligibility packet**
  - A. Obtain this packet from FDLE or the Clerk's Office, and complete the form and fingerprint card.
  - B. Know the date of arrest, address at time of arrest, arresting charge(s), arresting agency, and arresting agency case number.
  - C. Obtain a certified copy of the Final Disposition (judgment & sentence) in your case from the Clerk's Office. The cost is not included in the Clerk's filing fee.
  - D. Submit this packet for processing, along with a \$75.00 money order or cashier's check to FDLE, Special Services Bureau, ATTN: Expunge Processing, Post Office Box 1489, Tallahassee, FL 32302. FDLE will mail a Certificate of Eligibility to you.
  
- II. **Petition to Seal or Expunge, Affidavit, and Order**
  - A. Obtain these forms from the Clerk's Office, and sign the petition/affidavit in the presence of a notary public/deputy clerk. A photo ID is required. On the order, fill in your name, case number, current mailing address, and telephone number. File these completed forms, and the Certificate of Eligibility, with the Felony Division. Please be aware that your request to seal or expunge will not be processed without payment of the required \$62.00 filing fee (*this does not include the fees for copies of the judgment and sentence and seal/expunge packet*).
  - B. Send copies of these forms, and a copy of the Certificate of Eligibility (received from FDLE), to the Leon County State Attorney's Office, 301 S. Monroe St., 4<sup>th</sup> Floor, Tallahassee, FL 32301, (850) 606-6000. When you receive a response from the State Attorney's Office, send the original Response, Petition to Seal or Expunge, Affidavit, Order, **and** Certificate of Eligibility to the Felony Division, with your check or money order in the amount of \$62.00, made payable to the Leon County Clerk of Court. If you have any questions, you may contact the Felony Division at (850) 577-4070, between 8:30 a.m. and 5:00 p.m.
  - C. If you meet all statutory criteria for sealing a criminal record, those records will be sealed pursuant to the court order. However, if you seek sealing of your criminal record, and you have any outstanding liens, civil judgments, or orders to pay fines, costs, fees, or restitution, all such documents will remain open to the public until payment is made in full. Once full payment is made, notify the Felony Division so that these documents can be sealed with your case. All other aspects of your criminal record will be sealed pursuant to the court order.
  - D. The Felony Division will send copies of the court order to you, the arresting agency, the State Attorney's Office, the Leon County Sheriff's Office, and any other applicable parties associated with the case. This is done so that these agencies can take the necessary actions for sealing or expunging their own records.