

Research Guide

SEAL OR EXPUNGE CRIMINAL RECORDS

1. Obtain a “CERTIFICATE OF ELIGIBILITY” from FDLE.
 - To get a Certificate of Eligibility, you MUST complete the FDLE ‘Application for Certificate of Eligibility’.
 - FOLLOW THE INSTRUCTIONS IN THE FDLE APPLICATION PACKET (YOU WILL HAVE TO BE FINGERPRINTED).
 - IF EXPUNGING A RECORD, YOU WILL HAVE TO REQUEST THE STATE ATTORNEY’S OFFICE COMPLETE PART ‘B’ OF THE FDLE APPLICATION.
2. Send the completed application to:

FDLE
Record Search Dept.,
P.O. Box 1489,
Tallahassee, FL 32302-1489

NOTE: It may take several months to receive the ‘Certificate of Eligibility’ back from FDLE.

AFTER you have received your “Certificate of Eligibility”

3. File the following forms with the Clerk of the Court:
 - a. Petition to Seal **or** Petition to Expunge
 - b. Affidavit in Support of Petition
 - c. Proposed Order to Seal or Expunge
 - d. Notice of Hearing: The date and time for this hearing must be obtained from the judicial assistant of the presiding judge.

Sample blank copies of generic versions of these forms may be obtained at the reference desk, or on the patron computer desktops, in the Law Library.

VCLL Resources:

The following are just a few of the resources available on this subject; please feel free to browse the shelves or ask a Librarian for assistance:

1. Chapter[s] 943.0585 & 943.059, Florida Statutes

2. Florida Rules of Criminal Procedure, Rule 3.692
3. Florida Administrative Code, Chapter 11C-7
4. VCLL Patron Computer Desktop – sample generic self-help forms

NOTICE: This research guide is based on information gathered from the resources cited above. For more information on this or other legal topics visit the nearest branch of the Volusia County Law Library.

IF YOU ARE ACTING AS YOUR OWN ATTORNEY YOU ARE RESPONSIBLE FOR EVERYTHING THAT INVOLVES YOUR CASE. Remember: Court and Clerk Filing & Service fees vary. Check with the Clerk of the Court for exact fees and court costs.