

**TO OBTAIN SEALING/EXPUNGEMENT
CERTIFICATION PACKAGES, TO REVIEW
FREQUENTLY ASKED QUESTIONS AND FOR
CONTACT INFORMATION PLEASE GO TO
THE FDLE WEBSITE AT:**

www.fdle.state.fl.us/expunge/

**FORMS AND INSTRUCTIONS CAN ALSO BE
PRINTED FROM THE CLERK OF COURTS
WEBSITE AT:**

www.duvalclerk.com

Fourth Judicial Circuit of Florida
Duval County Courthouse
Jacksonville, Florida 32202

ANGELA COREY
STATE ATTORNEY
Tel: (904) 630-2400
Fax: (904) 630-1848

JIM FULLER
CLERK OF COURT
(904)630-2065
(904) 630-1115

INSTRUCTIONS

If a Felony charge has originated out of a Misdemeanor arrest/incident or vice versa, you will need to include both case numbers on the Petition and the Order for the Judge. Refer to Florida Statute 943.0585 and 943.059.

- 1) Send ONLY the FDLE Application, fingerprint card, certified disposition and \$75.00 money order to:

Florida Department of Law Enforcement
Attn: Quality Control Section
2331 Phillips Road
PO Box 1489
Tallahassee, Florida 32302-1489

- 2) If approved, you will receive a blue Certificate of Eligibility from FDLE.
- 3) Once you have the certificate, fill out blanks on the Petition to Expunge or Seal, Affidavit and Judge's Order. **MAKE SURE YOU SIGN THE PETITION.** (You may want to retype these forms but it is not mandatory. If you choose to write them, please make it legible! **NOTE: MOST JUDGES WILL NOT ACCEPT FILLED IN COPY OF RULE OF CRIMINAL PROCEDURE.**)
- 4) Make a copy of each document (Affidavit, Petition to Expunge or Seal, Judge's Order and Certificate of Eligibility). Mail or hand deliver the ORIGINAL documents to the Courthouse:

Duval County Courthouse
330 East Bay Street
Jacksonville, Florida 32202
(Misdemeanor – Room M106; Felony – Room M101, both on the Mezzanine floor).

- 5) Mail or hand deliver the COPIES to:

State Attorney's Office
C/O Seal/Expunge Division
220 East Bay Street
11th Floor
Jacksonville, Florida 32202
(City Hall annex next to the Courthouse)

THIS PROCESS TAKES SEVERAL MONTHS.

Most Frequently Asked Questions

If I receive a full pardon can I have a record sealed or expunged?

NO

On June 10, 1999 the Governor and Cabinet determined that the granting of a full pardon does not remove any condition of Ineligibility for sealing or expunging a criminal history record.

If I have a record sealed or expunged in another state can I also have a Florida record sealed or expunged?

YES & NO

If the other record was sealed or expunged as a matter of law (administratively), then yes, you would be eligible. However, if it was sealed because you petitioned to have it done by court order, then no, you would not be eligible.

If I have an out of state conviction will that prevent me from having my Florida record sealed or expunged?

YES

Any criminal conviction will prevent an Individual from having a record sealed or expunged in the State of Florida regardless of whether that conviction occurred within the state or outside the state. The conviction does not have to be on the arrest they are requesting.

Can I have more than one date of arrest sealed or expunged?

NO

The statutes provide for relief only once in a lifetime unless both dates of arrest can be shown to be directly related to one another (i.e., FTA, VOP, etc.)

Most Frequently Asked Questions

Approximately how many applications are received by the section each month?

The section receives anywhere from 500 to 700 applications each month.

What items are necessary to have an application processed?

There are four main items that must be included in an application package for it to be accepted for processing.

- A completed (signed & notarized) application
- A \$75 processing fee
- A certified disposition
- A legible set of fingerprints recorded by a law enforcement agency on an applicant card

What is disseminated on a sealed record?

A sealed record will not be disseminated to anyone who is not entitled to it. Those entities that are entitled to receive sealed information will get the complete criminal history.

What is disseminated on an expunged record?

The entities entitled to receive sealed information will receive the identity segment of the criminal history record along with a caveat statement that says, "Criminal History Information has been Expunged from (hit record)". All other agencies will receive nothing.

Most Frequently Asked Questions

What are the qualifications to have a criminal history record sealed?

An individual may have a record sealed as long as they have no criminal convictions on their record. If the Individual had the adjudication of guilt withheld, they are eligible to have it sealed as long as the charge is not one that is listed in s.907.041.

What are the qualifications to have a criminal history record expunged?

The charges have to be dropped, dismissed, nolle pros, no action, no information, etc, and the State Attorney has to fill out Section B of the application in order to be approved for an expunction.

When I receive my certificate does that mean my record is sealed or expunged at that-time?

NO

Once you receive the certificate, you are to file it with the clerk's office in the county in which you were arrested. Once a court order has been signed and a certified copy is received by FDLE, then your record will be sealed or expunged.

Does the issuance of a certificate mean that my record will be ordered sealed or expunged?

NO

The issuance of a certificate does not guarantee that your record will be ordered sealed or expunged. It merely indicates to the court that you are eligible for the relief that you are requesting. The decision to seal or expunge your record rests solely with the presiding judge.

* Courtesy of the State Attorneys Office

Most Frequently Asked Questions

If I had a criminal history record sealed and-then had it vacated, could I apply for a new date of arrest?

You could apply, but your application would be denied. The statute states that the Individual must never have had a record sealed or expunged. Just because that one is vacated it still counts as a prior action.

How long does it take to receive a response to my application?

Current processing time is approximately 8 to 10 weeks from the date the application is received in the office.

Is my \$75 processing fee refundable?

NO

On the back of the application, where all of the instructions are, it clearly states that the \$75 processing fee is non-refundable.

Can FDLE give advice to other law enforcement agencies or clerk of courts on the management of their sealed and expunged records?

NO

Each agency has to determine for themselves, with the aide of their legal counsel, how to manage their own records. FDLE is unable to dictate the management of another agency's records.

* Courtesy of the State Attorneys Office

Most Frequently Asked Questions

Will FDLE notify the agencies involved in my case that the record has been sealed or expunged?

YES

FDLE will send a notification letter to each agency that we know to be involved with your case informing them that we have received an order to either seal or expunge the appropriate case. This letter is a courtesy letter and does not instruct the agencies to seal or expunge their records, but merely informs them that an order has been received.

Do I have to apply for a Certificate of Eligibility to have my juvenile record sealed or expunged?

YES & NO

If the juvenile arrest occurred prior to October 1, 1994 you do not have to go through the application process as these records were not to be entered into the system at that time. You would need to petition the court for a juvenile expunction order or obtain a juvenile expunction request from the arresting agency requesting the removal of the arrest from the system. However, after October 1, 1994 juvenile arrests began to be entered into the system and for these arrests you would have to go through the application process and meet the same eligibility requirements as an adult.

FDLE Expunge Section

* Courtesy of the State Attorneys Office

Most Frequently Asked Questions

When did the application process begin?

July 1, 1992

With the creation of s. 943.0585 and S.943.059 came the application process.

Who is entitled to receive sealed information?

There are several agencies entitled to receive sealed information.

- Any and all law enforcement
- The Florida Bar,
- Teacher Certification
- Agency for Health Care Admin.
- HRS

If I have a criminal history record sealed or expunged can I legally deny that I was ever arrested?

YES

Aside from the agencies mentioned above you can legally deny that you were ever arrested.

Can I have one date of arrest sealed and another expunged?

NO

The statutes provide for relief only once in a lifetime, You can either have one record sealed or one expunged. You cannot have one of each.

**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 eligibility 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 or 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. Manufacturing any substances in violation of chapter 893
22. Attempting or conspiring to commit any of the above crimes

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

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** to FDLE at the address above. If you submit the fingerprint form 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

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: _____

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
Left Four Fingers Taken Simultaneously	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

- Sign and date your application in front of a notary?
- Provide a certified disposition of your case?
- 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?
- Have Section B completed by the State Attorney's Office if seeking an expunction?
- Include Attorney's letterhead, if applicant is represented by an attorney?

**DOCUMENTS FOR EXPUNGING A
CASE:**

IN THE CIRCUIT/COUNTY COURT OF THE
FOURTH JUDICIAL CIRCUIT, IN AND FOR
DUVAL COUNTY, FLORIDA

CASE NO.: _____

DIVISION: _____

STATE OF FLORIDA,

Plaintiff,

vs.

(Name) _____,

Petitioner/Defendant.

PETITION TO EXPUNGE

The Petitioner, (Name) _____, petitions this honorable court, under Florida Rules of Criminal Procedure 3.692 and section 943.0585, Florida Statutes, to expunge 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 the ____ day of _____, _____ by the Jacksonville Sheriff's Office for (charge) _____ and as grounds therefore shows:

1. On _____, the petitioner, (Name) _____ a (race/sex) _____, whose date of birth is _____, was arrested by the Jacksonville Sheriff's Office and charged with (charge) _____.

2. The petitioner has not been adjudicated guilty of nor 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 943.0151(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. 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 an indictment, information or other charging document filed against the petitioner who is the 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 expunge of nonjudicial criminal history record issued by the Florida Department of Law Enforcement accompanies this petition.

WHEREFORE, the petitioner moves to expunge any criminal history record information and any official court records regarding this arrest by the Jacksonville Sheriff's Office for (charge)
_____.

CERTIFICATE OF SERVICE

*I HEREBY CERTIFY that a true and correct copy of the foregoing pleading has been served on the state Attorney's Office, Fourth Judicial Circuit, in and for Duval County, Florida; Jacksonville Sheriff's Office; and the Florida Department of Law Enforcement on this ____ day of _____, _____.

Signature

Print Name:

Address:

City/State:

Zip:

Telephone:

cc: State Attorney's Office
Jacksonville Sheriff's Office
Florida Department of Law Enforcement
Clerk of Court

***You must give a copy of Petition, Affidavit, Order and Certificate of Eligibility to the State Attorney Office, City Hall Annex, 11th Floor. Your petition will not be processed unless the State Attorney Office has copies of legal documents.**

IN THE CIRCUIT/COUNTY COURT OF THE
FOURTH JUDICIAL CIRCUIT, IN AND FOR
DUVAL COUNTY, FLORIDA

CASE NO.: _____

DIVISION: _____

STATE OF FLORIDA,

Plaintiff,

vs.

(Name) _____

Petitioner.

AFFIDAVIT

STATE OF FLORIDA)
COUNTY OF DUVAL)

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 nor adjudicated delinquent for committing a felony or misdemeanor specified in section 943.051(3)(b), Florida Statutes.
3. I was arrested on _____, by the Jacksonville Sheriff's Office, 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 any court.
5. I have never secured a prior records expunction or sealing under any law.
6. An indictment, information, or other charging document was not filed against me for the above criminal transaction.

Signature of Affiant

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

NOTARY PUBLIC

Printed, typed or stamped
commissioned name of Notary Public

IN THE CIRCUIT/COUNTY COURT OF THE
FOURTH JUDICIAL CIRCUIT, IN AND FOR
DUVAL COUNTY, FLORIDA

CASE NO.: _____

DIVISION: _____

STATE OF FLORIDA,

vs.

(Name) _____,

Petitioner.

ORDER TO EXPUNGE RECORDS PURSUANT TO SECTION 943.0585
FLORIDA STATUTES, AND FLORIDA RULES OF CRIMINAL PROCEDURES 3.692

THIS CAUSE, having come on to be heard before me this date upon petitioner's Petition to Expunge records concerning this arrest on (date) _____, by the Jacksonville Sheriff's Office, and the court being 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.
2. The petitioner was not adjudicated guilty of charges stemming from the arrest or criminal activity to which the petition pertains.
3. The petitioner has not secured a prior records expunction or sealing.

ORDERED AND ADJUDGED that the petition to expunge records is hereby granted. All court records pertaining to the above-styled case shall be sealed in accordance with the procedures set forth in the Florida Rules of Criminal Procedure 3.692, and it is further

ORDERED AND ADJUDGED that the clerk shall forward a certified copy of this order to the State Attorney's Office and the Jacksonville Sheriff's Office, who will comply with the procedures set forth in section 943.0585, Florida Statutes, 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 AND ADJUDGED that the Jacksonville Sheriff's Office shall expunge all information concerning indicia of arrest or criminal history record information regarding this petitioner in accordance with the procedures set forth in section 943.0585, Florida Statutes and 3.692 FRCP.

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

DONE AND ORDERED in Chambers at Jacksonville, Duval County, Florida, this ____ day of _____, 20_____.

JUDGE

cc: Petitioner: (name and address)
State Attorney's Office
Clerk of Court
Florida Department of Law Enforcement
Federal Bureau of Investigation
Jacksonville Sheriff's Office

**DOCUMENTS FOR SEALING A
CASE:**

IN THE CIRCUIT/COUNTY COURT OF THE
FOURTH JUDICIAL CIRCUIT, IN AND FOR
DUVAL COUNTY, FLORIDA

CASE NO.:

DIVISION:

STATE OF FLORIDA,

Plaintiff,

vs.

(Name) _____,

Petitioner.

PETITION TO SEAL

The Petitioner, _____, petitions this honorable court, pursuant to Florida Rules of Criminal Procedure 3.692 and section 943.059, Florida Statutes, to 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 the ____ day of _____, _____ by the Jacksonville Sheriff's Office for (charge) _____ and as grounds therefore shows:

1. On the ____ day of _____, _____, the petitioner, _____ a (race/sex) _____, whose date of birth is _____, was arrested by the Jacksonville Sheriff's Office and charged with _____.

2. The petitioner has not been adjudicated guilty of any of the charges 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.

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.

WHEREFORE, the petitioner moves to seal any criminal history record information and any official court records regarding this arrest by the Jacksonville Sheriff's Office for _____ on the ____ day of _____, _____.

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a true and correct copy of the foregoing pleading has been served on the State Attorney's Office this _____ day of _____, _____.

Signature
Print Name:
Address:
City/State:
Zip:
Telephone:

cc: Seal & Expunge Dept., State Attorney's Office, 220 East Bay Street, Jacksonville, FL 32202
Jacksonville Sheriff's Office
Clerk of Court
Florida Department of Law Enforcement

IN THE CIRCUIT/COUNTY COURT OF THE
FOURTH JUDICIAL CIRCUIT, IN AND FOR
DUVAL COUNTY, FLORIDA

CASE NO.:

DIVISION:

STATE OF FLORIDA,
Plaintiff,

vs.

(Name) _____,
Petitioner.

AFFIDAVIT

STATE OF FLORIDA)
COUNTY OF DUVAL)

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 the Jacksonville Sheriff's Office, 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.

Signature

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

NOTARY PUBLIC

Printed, typed or stamped
commissioned name of Notary Public

IN THE CIRCUIT/COUNTY COURT OF THE
FOURTH JUDICIAL CIRCUIT, IN AND FOR
DUVAL COUNTY, FLORIDA

CASE NO.

DIVISION:

STATE OF FLORIDA,

vs.

(Name) _____,

Petitioner.

ORDER TO SEAL RECORDS PURSUANT TO SECTION 943.059
FLORIDA STATUTES, AND FLORIDA RULES OF CRIMINAL PROCEDURES 3.692

THIS CAUSE, having come on to be heard before me this date upon petitioner's Petition to Seal records concerning this arrest on the ____ day of _____, 20____, by the Jacksonville Sheriff's Office, and the court being 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.
2. The petitioner was not adjudicated guilty of charges stemming from the arrest or criminal activity to which the petition pertains.
3. The petitioner has not secured a prior records expunction or sealing.

ORDERED AND ADJUDGED that the petition to seal records is hereby granted. All court records pertaining to the above-styled case shall be sealed in accordance with the procedures set forth in the Florida Rules of Criminal Procedure 3.692, and it is further

ORDERED AND ADJUDGED that the clerk shall forward a certified copy of this order to the State Attorney's Office and the Jacksonville Sheriff's Office, who will comply with the procedures set forth in section 943.059, Florida Statutes, 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 AND ADJUDGED that the Jacksonville Sheriff's Office shall Seal all information concerning indicia of arrest or criminal history record information regarding this petitioner in accordance with the procedures set forth in section 943.059, Florida Statutes and 3.692 FRCP.

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

DONE AND ORDERED in Chambers at Jacksonville, Duval County, Florida, this ____ day of _____, 20____.

JUDGE

cc: Petitioner: (name and address)
State Attorney's Office
Clerk of Court
Florida Department of Law Enforcement
Federal Bureau of Investigation
Jacksonville Sheriff's Office