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# Applying for a Certificate of Eligibility for Court-Ordered Sealing or Expungement

The following requirements must be provided in order to obtain a Certificate of Eligibility to petition the court for an order to seal or expunge a criminal history record, which is the first step required toward getting a record sealed or expunged under Section 943.0585 (<http://www.leg.state.fl.us/Statutes/index.cfm>)

[App\\_mode=Display\\_Statute&Search\\_String=&URL=0900-0999/0943/Sections/0943.0585.html](#) or Section 943.059 ([http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=0900-0999/0943/Sections/0943.059.html](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0900-0999/0943/Sections/0943.059.html)), Florida Statutes (F.S.) **If proceeding under either of these statutes, you are entitled to one court-ordered sealing or expungement in a lifetime.**

## Application

- You may obtain an application for a Certificate of Eligibility by downloading the application, or by emailing the FDLE Seal and Expunge Section at [SEinfo@fdle.state.fl.us](mailto:SEinfo@fdle.state.fl.us) (<mailto:SEinfo@fdle.state.fl.us>), and requesting an application be sent to you.
- The application page must be filled out in full including; last name, first name, date of birth, race, sex, mailing address, permanent address, arresting agency, date of arrest, and charge(s).
- If you were given a Notice to Appear and not physically arrested, indicate the date of the Notice to Appear in place of the date of arrest.
- Applicant must sign and date the application in the presence of a notary public or a deputy clerk of the court.

## Completed Written Certified Statement Page (Expunction Applications Only)

- For all expunction applications (including juveniles), the written certified statement page completed by the appropriate state attorney or statewide prosecutor is required.

## Certified Disposition

- The applicant must provide a certified disposition for each case/criminal charge(s) listed on the application. This may be obtained from the clerk of court in the county where the case/charge(s) originated.
- If placed on probation, provide documentation showing termination of probation.
- For pre-trial intervention cases and other diversion programs, the applicant must provide a copy of the pretrial completion certificate or a letter of successful completion, which may substitute for a certified disposition.

## Completed Fingerprint Form/Card

- The applicant must be fingerprinted by an authorized member of law enforcement or other criminal justice agency.
- The fingerprint form/card must include the applicant's name, date of birth, signature, and date.
- The fingerprint form/card must include the signature of the official taking the fingerprints and the agency's ORI/ stamp.

## Processing Fee

- A NONREFUNDABLE money order, cashier's check, or personal check in the amount of \$75.00 made payable to FDLE must accompany the application. FDLE does not accept cash, gift cards, or temporary personal checks.
- Make sure to completely fill out and sign the check/money order.

## Attorney Letterhead (if applicable)

- If you are represented by an attorney, a letter of representation from the attorney on letterhead must be submitted with the application. If an attorney letter is not received, FDLE will only correspond with the applicant.
- Make sure the appropriate mailing address is clearly indicated on this letter.

**SPECIAL NOTE:** It is *highly recommended* that you obtain and keep a copy of all pertinent documents (arrest report, certified disposition, order to seal/expunge, etc.) for your records before you secure the sealing or expunction of your criminal history record(s)



(/) (<https://www.myflorida.gov/>)

An official website of the State of Florida (<https://www.myflorida.com/>)

## Florida Department of Law Enforcement Priorities

FDLE is composed of five areas: Executive Direction and Business Support, Criminal Investigations and Forensic Science, Criminal Justice Information, Criminal Justice Professionalism and Florida Capitol Police. FDLE's duties, responsibilities and procedures are mandated through Chapter 943 (/cjstc/publications/florida-statute-943), FS, and Chapter 11 (/cjstc/publications/cjstc-fac-rules), FAC. To learn more about these areas, read our Statement of Agency Organization and Operation (/getContentAsset/a06eae6f-eb33-405c-a039-e5ee66d5fb11/73aabf56-e6e5-4330-95a3-5f2a270a1d2b/StatementofAgencyOrg\_October2021\_Final.pdf?language=en) or visit our Open Government page (/open-government/open-government).



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