



**Superior Court of the District of Columbia
Criminal Division**
500 Indiana Ave NW, Room 4001, Washington DC 20001
202-879-1373 | www.dccourts.gov

How to Seal or Expunge Your Criminal Record

To keep your criminal history private, you can ask the court to seal or expunge your criminal record. Expunging a criminal record destroys the record. Sealing it hides the record from public view. Follow these steps to ask the court to seal or expunge your criminal record:

- 1) Call (202) 727-4245 to make an appointment with the Metropolitan Police Department (MPD) to request a copy of your arrest history report.
- 2) Request the disposition of your case from DC Superior Court. Email your request to criminalcustomerservice@dcsc.gov or make a request in person at the Criminal Division clerk's office located at 500 Indiana Avenue NW, Washington, DC, in Room 4001 between 8:30 a.m. and 5:00 p.m.
- 3) Once you have your arrest history report and your case disposition, prepare a motion to seal or expunge your criminal record or hire an attorney to prepare it for you.
- 4) When everything is ready, send all your documents (arrest record, case disposition, and motion to seal) to criminalmotionsealteam@dcsc.gov. The Seal Team will give your motion a case number and assign it to a judge to decide. This process can take up to six months.

If you have any questions, you can email criminalmotionsealteam@dcsc.gov or call the Criminal Division clerk's office at (202) 879-1362.

These organizations are also available to help with the record sealing process:

Name	Phone Number	For more information, visit:
Christian Legal Society	202-710-0592	https://www.christianlegalsociety.org/
Legal Aid DC	202-628-1161	https://www.legalaiddc.org/
Neighborhood Legal Services Program	202-832-6577	https://www.nlsp.org/
Public Defender Service (ask for the Duty Day Attorney for Seal cases)	202-824-2801	https://www.pdsdc.org/
Rising for Justice	202-638-4798	https://www.risingforjustice.org/