#### Instructions for the Sealing or Expungment of Criminal History Records

You must first obtain a **Certificate of Eligibility** from the Florida Department of Law Enforcement (FDLE) prior to filing your request with the court to seal or expunge a criminal history record. You are required to attach to your Application for Certificate of Eligibility a certified copy of the disposition of each charge you are seeking to have expunged or sealed. Certified copies of dispositions may be purchased from the division of the Clerk's Office in which your case was filed. The below list of addresses are provided for your convenience.

Clerk of the Circuit Court
Customer Service Center
800 E. Twigges St.
Rm 101
Clerk of the Circuit Court
SouthShore Regional Service Center
410 30th St. S.E.
Ruskin, FL 33570
(813) 276-8100
(813) 276-8100

Clerk of the Circuit Court
Plant City Courthouse
301 N. Michigan St.
Rm 1071
Plant City FL 33563
(813) 757-3918

Clerk of the Circuit Court Brandon
Regional Service Center
311 Pauls Drive
Suite 110
Brandon, FL 33511
(813) 276-8100

Once you have received your **Certificate of Eligibility** you will need to complete and file the below listed forms with the Clerk of the Court. The below listed forms and instructions are also available for viewing and download at www.hillsclerk.com. Once you are at the webpage, select 'Courts' and then "Expungement and Sealing Unit".

- ✓ Affidavit: Must be completed and signed before a notary.
- ✓ Petition to Seal or Expunge: Must be completed and signed.
- ✓ Order to Seal or Order to Expunge depending on your Certificate of Eligibility: Must be completed except for judge's signature block
- ✓ Certificate of Eligibility (Original)

You will need to contact the Expungement and Sealing Unit at 813-276-8100, Ext 3800 to find out your Court Division, Judge and amount due for processing fees and any outstanding fines, fees or court costs. Processing fees as well as any outstanding fines, fees or court costs must be paid. Acceptable forms of payment are cash, credit card, money order or cashier's checks. Personal checks will not be accepted for payment of these fees.

All original paperwork should be filed with the Expungement and Sealing Unit located at 800 East Twiggs St., Rm 101 in downtown Tampa. If you mail in your paperwork, please send to Clerk of the Circuit Court, P.O. Box 3360, Tampa, Florida 33601. A copy of the Petition must be delivered to the Office of the State Attorney (813-272-5400), and the arresting agency.

Once all of your paperwork is filed and the above stated costs are paid the judge will sign the Order. A certified copy of the signed Order to Seal or Order to Expunge will be provided to the attorney, defendant and all agencies involved in the case.

# IN THE THIRTEENTH JUDICIAL CIRCUIT IN AND FOR HILLSBOROUGH COUNTY, FLORIDA COUNTY CRIMINAL CIRCUIT CRIMINAL JUVENILE DIVISION TRAFFIC

| STATE OF FLORIDA |   | CASE NUMBER(S):  |  |
|------------------|---|--|--|
| VS               |   |  |  |
| (Def             | fendant's Name)   | DIVISION:  |  |
|                  |   | AFFIDAVIT  |  |
|                  | e of Florida<br>nty of Hillsborough   |  |  |
| I,style          | ed cause and I do hereby swear or   | affirm that:   |  |
| 1.               | I fully understand the meaning  | g of all 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 a misdemeanor specified in section 943.051(3)(b), Florida Statues.                   |  |  |
| 3.               |   | (date), by<br>not been adjudicated guilty of, nor adjudicated delinquent<br>s stemming from that arrest or the alleged criminal activity |  |
| 4.               |   | uested, to the best of my knowledge and belief, and do not unge or seal pending before the court.  |  |
| 5.               | I have never secured a prior records expunction under any law.  |  |  |
| 6.               | (For use in expunction petitions only.) My record of arrest for this date has been sealed for at least 10 years; or an indictment, information, or other charging document filed against me was dismissed by the prosecutor or the court. |  |  |
|                  |   | Petitioner   |  |
| Swo              | orn to and subscribed before me or  | n  |  |
| Person<br>Type   | nally known or produced identification fidentification produced   | on NOTARY PUBLIC, or other person authorized to administer an oath   |  |
| Му со            | ommission expires:  |  |  |
|                  |   | Printed, typed, or stamped commissioned name of Notary Public  |  |

## IN THE THIRTEENTH JUDICIAL CIRCUIT IN AND FOR HILLSBOROUGH COUNTY, FLORIDA COUNTY CRIMINAL CIRCUIT CRIMINAL JUVENILE DIVISION TRAFFIC

| STATE OF FLORIDA           | CASE NUMBER(S):  |                         |
|----------------------------|--|-------------------------|
| VS                         |  |                         |
|                            | DIVISION:  |                         |
| (Defendant's Name)         |  |                         |
|                            | PETITION TO EXPUNGE OR SEAL  |                         |
| The petitioner,            |  | , by and                |
| through the undersigned a  | attorney, petitions this honorable court, under Flo  | rida Rule of Criminal   |
| Procedure 3.692 and secti  | on 943.0585 (Expungement) or 943.059   | (Sealing) Florida       |
| Statutes, to Expunge       | or Seal all criminal history record information  | on in the custody of    |
| any criminal justice agend | ey and the official records of the court concerning  | the petitioner's arrest |
| on                         | (date) by  |                         |
| (arresting agency), for    |  |                         |
| charges), and as grounds   | therefore shows:   |                         |
| 1. On                      | (date of arrest), the petitioner   | ·                       |
| a                          | _ (sex/race), whose date of birth is   | (date of birth),        |
| was arrested b             | y(   | (arresting agency), and |
| charged with _             |  | (charges).              |
| -                          | has not been adjudicated guilty of nor adjudicate stemming from this arrest or alleged criminal act  |                         |
| comparable or              | has not been previously adjudicated guilty of a condinance violation nor adjudicated delinquent for or specified in section 943.051(3)(b), Florida Statu | committing a felony or  |
| 4. The petitioner          | has not secured a prior records expunction or sea  | ling under section      |

5. (To be used only when requesting expunction.) The petitioner's record has been sealed under section 943.059, Florida Statutes, former section 943.058, Florida

any other law, rule, or authority.

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

Statutes, former section 893.14, Florida Statutes, or former section 901.33, Florida Statutes, for at least 10 years; or there has not been indictment, information, or other charging document filed against the petitioner who is 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 expunction or sealing of non-judicial criminal history records issued by the Florida Department of Law Enforcement accompanies this petition.

|        |                  |                                   |                       | (arresting agency),           |
|--------|------------------|-----------------------------------|-----------------------|-------------------------------|
| for _  |                  |                                   |                       | (charges                      |
| on     |                  | (date).                           |                       |                               |
| I HEF  | REBY CERTIFY th  | nat a true and correct of         | copy of the           | foregoing pleading has been   |
| serve  | d on             |                                   | (na                   | me of prosecuting authority), |
| (chec  | k one) State At  | ttorney for the Thirtee           | enth Judicia          | al Circuit, in and for        |
|        |                  | Special Prosecutor                | r, Sta                | tewide Prosecutor; AND to the |
| arrest | arresting agency |                                   |                       | (arresting                    |
| on     |                  | •                                 | 7 1 1011 <b>uu</b> 2  | epartment of Law Enforcement  |
| on     |                  | (date.)                           |                       | •                             |
| on     |                  | (date.)  Name:_                   |                       | •                             |
| on     |                  | (date.)  Name: Address:           | :                     |                               |
| on     |                  | (date.)  Name: Address: City/Stat | :te:                  | •                             |
| on     | 2,,              | (date.)  Name: Address: City/Stat | :<br>te:<br>ne Number |                               |
| on     | 2,,              | (date.)  Name: Address: City/Stat | :<br>te:<br>ne Number | ·                             |

### IN THE THIRTEENTH JUDICIAL CIRCUIT IN AND FOR HILLSBOROUGH COUNTY, FLORIDA

| (              | COUNTY CRIMINAL                                  | CIRCUIT CRIMINAL   | JUVENILE DIVI        | SION TRAFFIC                |
|----------------|--|--|----------------------|-----------------------------|
| STA            | ΓΕ OF FLORIDA                                    | C  | ASE NUMBER(S):       |                             |
| VS             |  |  |                      |                             |
|                |  |  | DIVISION:            |                             |
| (Defe          | endant's Name)                                   |  |                      |                             |
|                |  | UNDER SECTION 943<br>A RULE OF CRIMINAL  |                      |                             |
| certai<br>by   | THIS CAUSE having in records of the petition     | come to be heard before er's arrest on   | me this date upon a  | petition to expunge (date), |
| for            |  |  |                      | (charges), and the          |
| court<br>court | having heard argument hereby finds the following | of counsel and being other   | erwise fully advised | in the premises, the        |
| 1.             | comparable ordinance                             | er previously been adjud<br>violation nor adjudicated<br>d in section 943.051(3)(b                   | d delinquent for con |                             |
| 2.             |  | t adjudicated guilty of noing from the arrest or crir  |                      |                             |
| 3.             | . The petitioner has not                         | secured a prior records e  | xpunction or sealing | ÿ.                          |
| 4.             | other charging docum                             | been sealed for at least 1 ent was ever filed in this on, or other charging docuecutor or the court. | case against the pet | itioner; or an              |
| -              | A C 410 4 CE11 1                                 |  | D CI                 | E.C.                        |

5. A Certificate of Eligibility issued by the Florida Department of Law Enforcement accompanied the petition for expunction of non-judicial criminal history records. Whereupon it is

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

| ORDERED AND ADJUDGED that the clerk of this court shall forward a certified copy of this order to the (check one) State Attorney, Special Prosecutor, Statewide Prosecutor, (arresting agency), and the Sheriff of Hillsborough County, who will comply with the procedures set forth in section 943.0585, Florida Statutes, and appropriate regulations of the Florida 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 thatagency) shall expunge all information concerning indicia of arrinformation regarding the arrest or alleged criminal activity to accordance with the procedures set forth in section 943.0585, I Rule of Criminal Procedures 3.692.   | which this petition pertains in Florida Statutes, and Florida |  |  |
| All costs of certified copies involved herein are to be borne by DONE AND ORDERED in Chambers at Hillsborough County of, 201  | -   |  |  |
| Judge   |   |  |  |
| Certified copies sent to:   |   |  |  |
| Attorney  |   |  |  |

# IN THE THIRTEENTH JUDICIAL CIRCUIT IN AND FOR HILLSBOROUGH COUNTY, FLORIDA COUNTY CRIMINAL CIRCUIT CRIMINAL JUVENILE DIVISION TRAFFIC

| C.T. 4. T.                   |  |   |  |
|------------------------------|--|---|--|
| STAT                         | E OF FLORIDA   | CASE NUMBER(S):   |  |
| VS                           |  |   |  |
|                              |  | DIVISION:   |  |
| (Defer                       | ndant's Name)  |   |  |
| OR                           |  | NDER SECTION 943.059, FLORIDA<br>E OF CRIMINAL PROCEDURE 3.69   |  |
| of the                       | natitionar's arrest an   | be heard before me this date upon a (date), by  |  |
| (arrest<br>the co            | ing agency), forurt having heard argument of court hereby finds the following:   | ounsel and being otherwise fully advis  | (charges), and sed in the premises,  |
| 1.                           | comparable ordinance violation   | ously been adjudicated guilty of a criton nor adjudicated delinquent for comtion 943.051(3)(b), Florida Statutes.   |  |
| 2.                           |  | cated guilty of nor adjudicated delinque the arrest or criminal activity to which   |  |
| 3.                           | The petitioner has not secured   | a prior records expunction or sealing   | ;.   |
| 4.                           | <b>C</b> 3   | ued by the Florida Department of Lav<br>sealing of nonjudicial criminal history   |  |
| pe                           |  | nat the petition to seal is hereby grante<br>e shall be sealed in accordance with the<br>dure 3.692; and it is further  |  |
| thi<br>Pro<br>Sh<br>94<br>En | s order to the (check one) Sosecutor, eriff of Hillsborough County, v 3.059, Florida Statutes, and appropriate forcement, and who will further | nat the clerk of this court shall forward tate Attorney, Special Prosecutor, (arresting who will comply with the procedures propriate regulations of the Florida Dear forward a copy of this order to any stant, criminal history record information. | Statewide agency), and the set forth in section epartment of Law agency that their |

| ORDERED AND ADJUDGED that  | (arresting                          |
|--|-------------------------------------|
| agency) shall seal all information concerning indicia of arrest or criminal information regarding the arrest or alleged criminal activity to which this accordance with the procedures set forth in section 943.059, Florida State Rule of Criminal Procedures 3.692.  | history record petition pertains in |
| All costs of certified copies involved herein are to be borne by the petition  | oner.                               |
| DONE AND ORDERED in Chambers at Hillsborough County, Florida, of, 201  | this day                            |
| Judge  |                                     |
|  |                                     |
| Certified copies sent to:  |                                     |
| Attorney Defendant Florida Department of Law Enforcement Hillsborough County Sheriff's Office Arresting Agency Department of Corrections OSCA-Court Services Department of Motor Vehicles Department of Juvenile Justice State Attorney's Office AOC-Court Reporter Presido-Court Reporter Presido-Court Reporter Salvation Army Accounting Misdemeanor Intervention Program Juvenile Diversionary Program Public Defender's Office Domestic Violence Diversion Consolidated or Circuit Case # |                                     |