

## INSTRUCTIONS FOR FILING A PETITION TO SEAL OR EXPUNGE CRIMINAL RECORDS

1. Before you can file your petition to expunge or seal your criminal history record with the court, you must apply to the Florida Department of Law Enforcement for a certificate of eligibility for seal or expungement.

The application (form number FDLE 40-021) may be obtained from

1. The Clerk of Court

-410 St John's Avenue, Palatka, FL or from the following website <http://.putnam-fl.com/coc/>

2. Florida Department of Law Enforcement

Expunge Section

P O Box 1489

Tallahassee, FL 32302

Phone: (850) 410-7870

Or visit FDLE's website at <http://www.fdle.state.fl.us/expunge>

2. The Clerk's Office has forms available or you may print these forms from the following Website: <http://.putnam-fl.com/coc/>

1. Petition to Expunge or Seal
2. Affidavit
3. Proposed Order to Expunge
4. Proposed Order to Seal

3. The statutory fees required by the Clerk of Court are:

1. \$42.00 Filing Fee
2. Copies are \$1.00 per page and \$2.00 for certification of the Order  
Sealing/Expungement of your record is required to be sent to all law enforcement agencies that have your criminal record on file.

\$15.00

Arresting Agency	Defendant/attorney	FDLE
State Attorney	Sheriff	

4. You must file, with the Clerk of Courts, the original Petition, Notarized Affidavit, Certificate of Eligibility received from the Florida Department of Law Enforcement., and Proposed Order with 2 stamped self addressed envelopes for the Court.

In the CIRCUIT/COUNTY Court  
of the Seventh Judicial Circuit  
in and for Putnam County, Florida.

Case No. \_\_\_\_\_

Division \_\_\_\_\_

State of Florida,  
Plaintiff,

VS.

\_\_\_\_\_  
Defendant/Petitioner

### **Petition to Expunge or Seal**

Petitioner \_\_\_\_\_ petitions this honorable court, under Florida Rules of Criminal Procedure 3.692 and section \_\_943.0585 or \_\_\_\_943.059 Florida Statutes, to  
\_\_\_\_ Expunge/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 \_\_\_\_\_  
by the \_\_\_\_\_ (Arresting Agency)

for the charge of \_\_\_\_\_, and as grounds therefore shows:

1. On \_\_\_\_\_ the petitioner, \_\_\_\_\_  
a \_\_\_\_ (race/sex) \_\_\_\_ whose date of birth is \_\_\_\_\_ was arrested by  
\_\_\_\_\_ (Arresting Agency)  
for \_\_\_\_\_ (charge)

2. The petitioner has not been adjudicated guilty of nor adjudicated 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 943.051 (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. (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 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 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 court.

6. A certificate of Eligibility for expunction of Non-judicial criminal history records issued by the Florida Department of Law Enforcement accompanies this petition.

WHEREFORE, the petitioner moves to \_\_\_expunge/seal\_\_\_ any criminal history record information and any official court records regarding his/her arrest by\_\_\_\_\_

(Arresting Agency) for \_\_\_\_\_ (charge)

on \_\_\_\_\_ (date of arrest)

I HEREBY CERTIFY that a true and correct copy of the foregoing pleading has been served on the State Attorney for the Seventh Judicial Circuit, Putnam County, Florida; Florida Department of Law Enforcement and the \_\_\_\_\_ (Arresting Agency) on \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
City, State and Zip Code

Telephone Number: \_\_\_\_\_

In the CIRCUIT/COUNTY Court  
of the Seventh Judicial Circuit  
in and for Putnam County, Florida.

Case No. \_\_\_\_\_

Division \_\_\_\_\_

State of Florida,  
Plaintiff,

VS.

\_\_\_\_\_  
Defendant/Petitioner

STATE OF FLORIDA  
COUNTY OF PUTNAM

**AFFIDAVIT**

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 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 Statutes.
3. I was arrested on \_\_\_\_\_ (date) by \_\_\_\_\_ (Arresting agency), 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. (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 was not filed against me for the above criminal transaction; or an indictment, information, or other charging document filed against me was dismissed by the prosecutor or court.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Defendant/Petitioner

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires:

In the CIRCUIT/COUNTY Court  
of the Seventh Judicial Circuit  
in and for Putnam County, Florida

Case No. \_\_\_\_\_

Division \_\_\_\_\_

State of Florida,  
Plaintiff,

VS.

\_\_\_\_\_  
Defendant/Petitioner

**ORDER TO SEAL RECORDS UNDER  
SECTION 943.059, FLORIDA STATUTES,  
AND FLORIDA RULE OF CRIMINAL PROCEDURE 3.692**

THIS CAUSE having come on to be heard before me this date on a petition to seal certain records of the petitioner's arrest on \_\_\_\_\_ (date) by \_\_\_\_\_ (arresting agency), and the court having heard argument of counsel and being otherwise 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 nor adjudicated delinquent for committing a felony or a misdemeanor specified in section 943.051 (3)(b), Florida Statutes.
2. The petitioner was not adjudicated guilty of nor adjudicated delinquent for committing any of the acts stemming from the arrest or criminal activity to which this expunction petition pertains.
3. The petitioner has not secured a prior records expunction or sealing.
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 seal records is 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 State Attorney, Florida Department of Law Enforcement, \_\_\_\_\_ (Arresting Agency), who will comply with the procedures set forth in section 943.059, Florida Statutes, and appropriate regulation 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 that the \_\_\_\_\_ (Arresting Agency) shall seal all information concerning indicia of arrest or criminal history record information regarding the arrest or alleged criminal activity to which this petition pertains in accordance with the procedures set forth in section 943.059, Florida Statutes, and Florida Rule of Criminal Procedure 3.692.

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

DONE AND ORDERED in Chambers at Palatka, Putnam County, Florida on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

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Judge

CC: Defendant/Petitioner  
Arresting Agency  
Office of the State Attorney  
Florida Department of Law Enforcement

In the CIRCUIT/COUNTY Court  
of the Seventh Judicial Circuit  
in and for Putnam County, Florida

Case No. \_\_\_\_\_

Division \_\_\_\_\_

State of Florida,  
Plaintiff,

VS.

\_\_\_\_\_  
Defendant/Petitioner

**ORDER TO EXPUNGE UNDER  
SECTION 943.0585, FLORIDA STATUTES,  
AND FLORIDA RULE OF CRIMINAL PROCEDURE 3.692**

THIS CAUSE having come on to be heard before me this date on a petition to expunge certain records of the petitioner's arrest on \_\_\_\_\_ (date) by the \_\_\_\_\_ (arresting agency), and the court having heard argument of counsel and being otherwise 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 nor adjudicated delinquent for committing a felony or a misdemeanor specified in section 943.051 (3)(b), Florida Statutes.
2. The petitioner was not adjudicated guilty of nor adjudicated delinquent for committing any of the acts stemming from the arrest or criminal activity to which this expunction petition pertains.
3. The petitioner has not secured a prior records expunction or sealing.
4. This record has either been sealed for at least 10 years; or no indictment, information, or other charging document was ever filed in this case against the petitioner; or an indictment, information, or other charging document filed against the defendant was dismissed by the prosecutor or the court.
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 granted. All court records pertaining to the above-styled case shall be expunged 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 State Attorney, Florida Department of Law Enforcement, and

\_\_\_\_\_ Arresting Agency, who will comply with the 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 that the \_\_\_\_\_ (Arresting Agency) shall expunge all information concerning indicia of arrest or criminal history record information regarding the arrest or alleged criminal activity to which this petition pertains in accordance with the procedures set for in section 943.0585, Florida Statutes, and Florida Rule of Criminal Procedure 3.692.

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

DONE AND ORDERED in Chambers at Palatka, Putnam County, Florida on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Judge

CC: Defendant/Petitioner  
Arresting Agency  
Office of the State Attorney  
Florida Department of Law Enforcement