

INSTRUCTIONS

PLEASE TYPE OR PRINT ALL INFORMATION

GENERAL INFORMATION:

The laws and rules, which govern juvenile diversion expunction of criminal history record(s), include: Section 943.0582, Florida Statutes, and Chapter 11C-7009, Florida Administrative Code.

*For authorized juvenile diversion programs completed on or after October 1, 2001, the law requires the application to be submitted to FDLE no later than six months after completion of the diversion program.

THIS IS AN APPLICATION FORM FOR JUVENILE DIVERSION EXPUNCTION (F.S. 943.0582) WHICH IS AN ADMINISTRATIVE PROCESS AND IS COMPLETED BY THE AGENCIES CONCERNED. IT DOES NOT REQUIRE FILING A PETITION WITH THE COURT, AND DOES NOT REQUIRE OR AUTHORIZE THE ISSUANCE OF A CERTIFICATE OF ELIGIBILITY BY FDLE. PLEASE CONSULT THE APPLICABLE LAW OR SEEK LEGAL ADVICE IF YOU ARE UNCERTAIN OF THE DIFFERENCES BETWEEN JUVENILE DIVERSION EXPUNCTION AND COURT-ORDERED EXPUNCTION (F.S. 943.0585).

(SECTION A) APPLICATION INFORMATION

In order to obtain a juvenile diversion expunction of a criminal history record, the following documents must be provided to the FDLE pursuant to s. 943.0482, F.S.

1. Complete the reverse side of this application. Section A must be completed by the applicant and signed by the applicant or the applicant's parent or legal guardian if the applicant is under 18 years of age at the time of signing, and the applicable signature must be notarized.
2. A NONREFUNDABLE money order, Cashier's check, or a personal check in the amount of \$75.00 made payable to the Florida Department of Law Enforcement.
3. The applicant must be fingerprinted by authorized personnel with a law enforcement or criminal justice agency. The enclosed FDLE Applicant Fingerprint card FD 258 must be used.
4. You must have the state attorney complete Section B, on the reverse side of this application, certifying that you have successfully completed a prearrest or postarrest diversion program that allows for the expunction of the record upon completion as authorized by s. 943.0582, F.S.
5. You should be aware that eligibility for a juvenile diversion expunction is conditioned upon timely and successful completion of a prearrest or postarrest diversion program authorized by s. 985.3065, F.S., which program must be limited to first-time minor offenders charged with a nonviolent misdemeanor as the term "nonviolent misdemeanor" is defined in s. 943.0582, F.S.. You should also be aware that the term "expunction" as used in s.943.0582, F.S., differs significantly in operation and effect from term "expunction" as used in s.943.0585, F.S.

(SECTION B) STATE ATTORNEY INFORMATION ONLY:

Section 943.0582, Florida Statutes, states that an applicant seeking a juvenile diversion expunction of a criminal history record must obtain an official written statement from the appropriate state attorney as reflected in Section B on the reverse side of this form.

(SECTION C) (TO BE COMPLETED BY THE FDLE ONLY)

MAILING INSTRUCTIONS:

Once you have completed all applicable requirements as stated above, mail this application, all documents, and the \$75.00 processing fee to:
The Florida Department of Law Enforcement
Attn: Expunge/Seal Section
Post Office Box 1489
Tallahassee, Florida 32302-1489

If the application is not complete and all of the necessary documents are provided, the FDLE will return your package unprocessed. Any questions should be directed to the FDLE's Expunge Section at (850) 410-7870.

FINGERPRINTS FOR APPLICATION FOR JUVENILE DIVERSION EXPUNCTION

Name:
Last _____ **First** _____ **Middle** _____

Alias(aka)
Name: Last _____ **First** _____ **Middle** _____

RACE: ___ **SEX:** ___ **DOB:** _____ * **SOCIAL SECURITY NUMBER (SOC):** _____

**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
	L. Thumb	R. Thumb	Right Four Fingers Taken Simultaneously	

- This information is voluntary, failure to disclose may delay the processing time of your application.

DID YOU REMEMBER TO...

- Complete the application? Did you Sign and date the application in front of a notary?
- Provide a certified (stamped copy) disposition of your case you want to have sealed/expunged?
- 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? Did you sign and completely fill out the check or money order?
- Include an Attorney's letterhead, if you (applicant) are represented by an attorney?
- Make copies of your application and documents for your records?
- For Expunge Applicants only: Is Section B completed and signed by the State Attorney's Office?
- For Juvenile Expunge Applicants only: Is Section B completed and signed by the State Attorney's Office?

FDLE asks that you provide your social security number (SSN). The decision to provide your SSN is at your option, and if you provide your SSN, FDLE will use it for purposes of identification, and may share the information with other agencies for the same purpose. FDLE's request for your SSN is authorized by state law because use of it is imperative for FDLE to fulfill its lawful duties and responsibilities. Your failure to provide your SSN may result in a delay in processing your application or request.