

# Application Checklist

The following checklist should help you make sure your application for a Certificate of Eligibility to seal or expunge a Florida criminal record, under [Sections 943.0585](#) or [943.059](#), Florida Statutes (F.S.), is complete.

## Items required for an application to be accepted for processing:

### Completed Application & Supplemental Information Pages

- Section A must be filled out in full including last name, first name, date of birth, race, sex, social security number (SSN)\*, mailing address, permanent address, 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 the application in the presence of a Notary Public or a Deputy Clerk of the Court.
- For Expungement (including Juveniles) Applications Only: Section B must be completed and signed by the Office of the State Attorney or the Statewide Prosecutor.
- The Supplemental Information page can be used if more space is needed for additional aliases and/or additional charges.

### Certified Disposition

- The applicant must provide a certified disposition of the case/criminal charge(s) being applied for. This may be obtained from the Clerk of Court in the county where the case/charge(s) were filed.
- For Pre-trial Intervention cases and other Diversion programs, a certified letter of successful completion from the State Attorney's Office may substitute for a certified disposition.
- If you were put on probation, please provide a certified Termination of Probation document.

### 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 your name, race, sex, date of birth, social security number (optional) and signature.
- The fingerprint form/card must include the signature of the official taking the fingerprints and the agency's name/ORI.

### Processing Fee

- A NONREFUNDABLE money order or cashier's check for \$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 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.

**SPECIAL NOTE:** It is highly recommended that you obtain and keep a copy of all pertinent documents (arrest report, certified disposition, order to expunge/seal, etc.) for your records before you secure the sealing or expungement of your criminal history records. Once a record has been expunged under [Section 943.0585](#), it is no longer available to be disseminated to anyone (including the subject of the record), under any circumstances, absent a court order so authorizing. FDLE, as well as any other state or local agency, is statutorily prohibited from releasing copies of court-ordered expunged records. FDLE may release a copy of an expunged record only upon court order.