



FLORIDA DEPARTMENT OF LAW ENFORCEMENT  
APPLICATION FOR A  
**EARLY JUVENILE EXPUNCTION (s. 943.0515, F.S.)**

|                              |      |                     |                  |                                |     |
|------------------------------|------|---------------------|------------------|--------------------------------|-----|
| Last Name                    |      | First Name          |                  | Middle Name                    |     |
| Alias Last Name(s)           |      | Alias First Name(s) |                  | Alias Middle Name(s)           |     |
|                              |      |                     |                  |                                |     |
|                              |      |                     |                  |                                |     |
|                              |      |                     |                  |                                |     |
| Date of Birth (MM/DD/YYYY)   | Race | Sex                 | Phone<br>(     ) | Social Security No. (optional) |     |
| Mailing Address              |      |                     | City             | State                          | Zip |
| Permanent Address            |      |                     | City             | State                          | Zip |
| Florida Driver's License No. |      |                     | Email Address    |                                |     |

**Arresting Agency:**

| Date(s) of Arrest | Charge(s) Description |
|-------------------|-----------------------|
| 1. _____          | _____                 |
| 2. _____          | _____                 |
| 3. _____          | _____                 |
| 4. _____          | _____                 |
| 5. _____          | _____                 |
| 6. _____          | _____                 |

By signing below, I hereby certify I am no longer under court supervision applicable to the disposition of arrest or alleged criminal activity to which this application pertains; and, I have not been charged with or found to have committed a criminal offense, in any jurisdiction of the state or within the United States, within the 5-year period before the application date.

\_\_\_\_\_  
Applicant's Signature \_\_\_\_\_  
Date

**NOTARY**

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by

\_\_\_\_\_  
Signature of Notary Public Print/Type/Stamp Commissioned Name of Notary or Deputy Clerk of the Court

Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_ Type of Identification Produced: \_\_\_\_\_

**WRITTEN CERTIFIED STATEMENT**

**EXPUNCTION APPLICATIONS ONLY**

\*Page 1 and 2 of this application must be submitted to the state attorney/statewide prosecutor's office.\*

|                           |                  |       |
|---------------------------|------------------|-------|
| Name (Last, First Middle) | DOB (MM/DD/YYYY) | Phone |
|---------------------------|------------------|-------|

**\*The section below must be completed by the state attorney/statewide prosecutor.\***

|                                     |                   |
|-------------------------------------|-------------------|
| State Attorney/Statewide Prosecutor | Reviewing Officer |
|-------------------------------------|-------------------|

|        |         |
|--------|---------|
| County | Circuit |
|--------|---------|

| Charge(s) Description | Statute Violation | Case Number | Action |
|-----------------------|-------------------|-------------|--------|
| 1. _____              |                   |             |        |
| 2. _____              |                   |             |        |
| 3. _____              |                   |             |        |
| 4. _____              |                   |             |        |
| 5. _____              |                   |             |        |
| 6. _____              |                   |             |        |

Approved for expunction per F.S. 943.0515(1)(b)2

Not approved for expunction per F.S. 943.0515(1)(b)2

\_\_\_\_\_  
Signature (Prosecuting Authority)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (Prosecuting Authority)

# FINGERPRINTS FOR APPLICATION FOR CERTIFICATION OF ELIGIBILITY

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Alias/AKA Name(s):  
Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

RACE: \_\_\_\_\_ SEX: \_\_\_\_\_ DOB: \_\_\_\_\_ \*SOC: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

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                            |  |
|  |            |             |           |   |  |
| Left Four Fingers Taken Simultaneously |            | L.Thumb     | R.Thumb   | Right Four Fingers Taken Simultaneously |  |

\*Social Security Number: This information is voluntary; however, failure to disclose may delay the processing time of your application.  
 \*\*Fingerprints must be taken at a law enforcement agency or by a vendor engaged in the business of providing electronic fingerprint submissions which has an agreement in place with FDLE pursuant to s. 943.053(13), F.S. Agency stamp can substitute for ORI.

# GENERAL INFORMATION

**1. Applicable Law:** Pursuant to [Section 943.0515\(1\)\(b\)2](#), Florida Statutes (F.S.) and [11C-7.010](#) Florida Administrative Code (FAC), in order to obtain an early juvenile expunction of a criminal history record, the applicant must be at least 18 years of age but less than 21 years of age and must not have been charged by the state attorney with or found to have committed any criminal offense within the 5-year period before the application date.

**2. Application and Required Documents:** Type or print all information, except signatures. Complete all required portions of the application, and submit all required documents, along with the processing fee. **If your application is submitted without all required information, documentation, or the processing fee, FDLE will reject your application.**

**Refer to the Application Checklist & Instruction page in this packet for further information regarding submitting a complete application packet.**

**3. Mailing Instructions:** Mail your completed application packet and fee to:

**Florida Department of Law Enforcement  
ATTN: Seal & Expunge Section  
P.O. Box 1489  
Tallahassee, FL 32302-1489**

## REASONS AN APPLICATION WILL BE DENIED

Pursuant to s. [943.0515](#), F.S., the non-judicial arrest record of a minor cannot be expunged under any of the following circumstances:

1. The applicant is younger than 18 years of age or older than 21 years of age.
2. The applicant is currently under court supervision applicable to the disposition of arrest or alleged criminal activity to which this application pertains.
3. The applicant has been charged with or found to have committed a criminal offense, in any jurisdiction of the state or within the United States, within the 5-year period before the application date.
4. You have been charged by the state attorney with, or found guilty/adjudicated delinquent of, a criminal offense stemming from the arrest to which the application pertains.
5. You have been charged by the state attorney with, or found guilty/adjudicated delinquent of, a criminal offense prior to the application date.

**FULL PARDONS:** The Florida Supreme Court held in *R.J.L. v. State*, 887 So. 2d 1268 (Fla. 2004) held that an individual who has received a full pardon is not entitled to a certificate of eligibility because a pardon does not have the effect of eliminating guilt or the fact of a conviction.

# Application Checklist & Instructions

**\*\*\*All documentation submitted must be originals. Copies will not be accepted.\*\*\***

## Completed Application Page

- The application page must be filled out in full including last name, first name, date of birth, race, sex, mailing address, permanent address, arresting agency, 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.

## Completed Written Certified Statement Page (Expunction Applications Only)

- For **all** expunction applications (including juveniles), the written certified statement page completed by the appropriate state attorney or statewide prosecutor is required.

## Certified Disposition

- The applicant must provide a certified disposition for each case/criminal charge(s) listed on the application. This may be obtained from the clerk of court in the county where the case/charge(s) originated.
- If placed on probation, provide documentation showing termination of probation.
- For pre-trial intervention cases and other diversion programs, the applicant must provide a copy of the pretrial completion certificate or a letter of successful completion which may substitute for a certified disposition.

## Completed Fingerprint Form/Card

- The applicant must be fingerprinted by an authorized member of law enforcement or other criminal justice agency, or by a vendor engaged in the business of electronic fingerprint submissions which has an agreement in place with FDLE pursuant to Section 943.053(13), F.S.
- Although FDLE will accept fingerprints taken by a vendor who has an agreement in place with FDLE pursuant to Section 943.053(13), F.S., such fingerprints must be submitted in physical paper form. FDLE will not accept electronically submitted fingerprints.
- The fingerprint form/card must include the applicant's name, date of birth, signature, and date.
- The fingerprint form/card must include the signature of the official taking the fingerprints and the agency's ORI/stamp.

## Processing Fee

- A NONREFUNDABLE money order, cashier's check, or personal check in the amount of \$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.
- **EXCEPTION:** This fee is not required for juvenile diversion expunction applications.

## Attorney Letterhead (if applicable)

- If you are represented by an attorney, a letter of representation 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.
- Make sure the appropriate mailing address is clearly indicated on this letter.

**SPECIAL NOTE:** It is **highly recommended** that you obtain and keep a copy of all pertinent documents (arrest report, certified disposition, order to seal/expunge, etc.) for your records before you secure the sealing or expunction of your criminal history record(s). Once a record(s) has been expunged under s. 943.0585, F.S., it is no longer available to be disseminated to anyone (including the subject of the record), under any circumstances, without 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 **only** release a copy of an expunged record upon receipt of a court order.