

# Getting Started

## Request to Expunge & Impound Criminal Records

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**IMPORTANT:** This getting started guide and the instructions are not legal advice. They are only meant to help you learn how to expunge your criminal record. Your use of the forms does not guarantee you will be successful in court.

To learn how to fill out the forms and file them with the court, read the *How to Expunge or Seal a Criminal Record* instruction booklet and the instructions on the forms.

|  |  |
|--|--|
| <b>Names of forms:</b>   | <ul style="list-style-type: none"><li>• <i>Request to Expunge &amp; Impound Criminal Records</i></li><li>• <i>Notice of Filing for Expungement or Sealing</i></li><li>• <i>Order to Expunge &amp; Impound Criminal Records</i></li><li>• <i>Additional Arrests or Cases for Expungement &amp; Sealing</i> (if needed)</li><li>• <i>Additional Notice of Filing for Expungement or Sealing</i> (if needed)</li></ul>  |
| <b>Purpose of the forms:</b>                                       | To erase arrests, court supervisions, and some types of probation from your criminal record so it is like they never happened.   |
| <b>Types of cases the forms CAN be used for:</b>                   | When you have been arrested or charged with criminal offenses, but never convicted of a criminal offense (with some exceptions listed in the box below and in Step 2 in the <i>How to Expunge or Seal a Criminal Record</i> instruction booklet).  |
| <b>Types of cases the forms CANNOT be used for:</b>                | <ul style="list-style-type: none"><li>• Minor traffic cases (where you were charged in Court). Although minor traffic offenses cannot be expunged, you can still expunge other eligible criminal records when your record includes both.</li><li>• When you have been convicted of a criminal offense or traffic offense, unless the conviction was:<ul style="list-style-type: none"><li>○ reversed or vacated;</li><li>○ pardoned by the Governor; OR</li><li>○ approved for expungement by the Prisoner Review Board.</li></ul></li></ul> |
| <b>Special information or papers needed to complete the forms:</b> | <ul style="list-style-type: none"><li>• Details about the arrests and charges in your criminal record;</li><li>• Addresses of police departments that arrested you;</li><li>• Addresses of the State's Attorney's offices that filed charges against you; AND</li><li>• Addresses of chief legal officers where you were arrested.</li></ul>   |
| <b>Statutes covering the forms:</b>                                | <a href="#">20 ILCS 2630/5.2</a>   |
| <b>Where to find the forms and instruction sheet:</b>              | <a href="http://www.illinoiscourts.gov/Forms/approved/">www.illinoiscourts.gov/Forms/approved/</a>   |
| <b>For more information:</b>                                       | Read the <i>How to Expunge or Seal a Criminal Record</i> instruction booklet that comes with these forms. You may also find more information, resources, and the location of your local county self help center at: <a href="http://www.illinoislegalaid.org/Sealing">www.illinoislegalaid.org/Sealing</a> or <a href="http://www.illinois.gov/osad/Expungement">www.illinois.gov/osad/Expungement</a> .   |



In **3**, enter a phone number where you can be reached.

**4** must be true for you to use this form. You cannot ask for expungement if you have been charged with a crime and the case is not over.

In **5-12**, check ALL boxes that apply.

In **5**, you cannot expunge a criminal conviction unless one of the special situations listed under checkboxes a, b, c, or d describes your case.

In **9**, your record must specifically state that you had Qualified Probation. It might also be called 410, 710, 1410, or TASC probation.

In **10**, if you got supervision for any case, 5 years must have passed for:  
 • Domestic Battery;  
 • Criminal Sexual Abuse;  
 • Driving without Insurance;  
 • Driving with registration suspended for Non-Insurance;  
 • Display of False Insurance Card;  
 • Scrap Processors to Keep Records; OR  
 2 years must pass for all other crimes (except those listed in 11, which can never be expunged).

Under the Code of Civil Procedure, [735 ILCS 5/1-109](#), making a statement on this form that you know to be false is perjury, a Class 3 Felony.

Enter your name, address, and phone number.

Leave Attorney No. blank if an attorney did not fill out form.

**DO NOT** fill in the box to the right.

3. A phone number where I can be reached is: \_\_\_\_\_
4. There are no criminal charges currently pending against me anywhere.
5. I have never been convicted of any criminal offense, unless:
- a.  I was convicted, but the conviction was reversed or vacated; OR
  - b.  I received a pardon from the Governor of the State of Illinois allowing expungement. (*Attach a copy of the pardon.*); OR
  - c.  I received a Certificate of Eligibility for Expungement by the Prisoner Review Board. (*Attach a copy of the Certificate.*); OR
  - d.  I was found factually innocent in the case I am asking to expunge.
6.  For at least one case, I was arrested and released, and no charges were filed against me.
7.  For at least one case, I was arrested for a minor traffic offense and released from custody without being charged.
8.  For at least one case, I was charged, but was later acquitted, or released without being convicted.
9.  For at least one case, I received a sentence of Qualified Probation; AND
- a. At least 5 years have passed since my Qualified Probation ended satisfactorily; AND
  - b. I have attached the results of a drug test that I passed within the last 30 days.
10.  For at least one case, I received a sentence of supervision; AND
- a.  For certain offenses listed in the law, at least 5 years have passed since I completed my supervision successfully; OR
  - b.  At least 2 years have passed since I completed my supervision.
11.  I am NOT seeking to expunge any arrests or charges that resulted in supervision for:
- a. Driving Under the Influence; OR
  - b. Any sexual offense against a person under the age of 18; OR
  - c. Reckless Driving when I was 25 years of age or older.
12.  For at least one case, I received a sentence of supervision for Reckless Driving; AND
- a. I was under the age of 25 when the offense was committed; AND
  - b. I have no other convictions for driving under the influence or reckless driving and I am now 25 or older.

**I certify that everything in the *Request* is true and correct. I understand making a false statement on this form is perjury and has penalties provided by law under [735 ILCS 5/1-109](#).**

\_\_\_\_\_  
 Your Signature

\_\_\_\_\_  
 Date

Prepared by: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Attorney No.: \_\_\_\_\_

|   |  |
|---|--|
| <i>For official use only</i>  |  |
| State's Attorney/Prosecutor/ISP/Arresting Agency/Chief Local Legal Officer: |  |
| Received on:  |  |

|   |  |   |
|---|--|---|
| <b>STATE OF ILLINOIS,<br/>CIRCUIT COURT</b><br><br>_____ COUNTY   | <b>ADDITIONAL ARRESTS OR<br/>CASES FOR EXPUNGEMENT &amp;<br/>SEALING</b>   | For Court Use Only  |
| <b>Instructions ▼</b><br>Enter above the county name where you will file this case.<br>Enter your name, birth date, race, and gender.<br>Select the type of Request you are filing.<br>If the Clerk gave you a new case number, enter it to the right.<br>Enter the number for each additional eligible arrest, charge, and conviction you want expunged or sealed. If an arrest did not result in formal charges, enter arrest number. | Request of: _____<br><b>Your name</b> (First, middle, last name) _____<br><b>Date of birth</b> <b>Race</b> <b>Gender</b><br>Request for: <input type="checkbox"/> Expungement <input type="checkbox"/> Sealing | _____<br><b>Case Number</b> (if the Clerk assigns a new number) |
| <b>Arrest or Case Numbers of all Eligible Criminal Offenses on your Record in this County:</b>  |  |   |
| _____<br>_____<br>_____<br>_____  |  |   |

Enter the additional eligible arrests, charges, and convictions you would like expunged or sealed.

|    | Arrest or Case Number | Arresting Agency | Charge | Date of Arrest |
|----|-----------------------|------------------|--------|----------------|
| 1  |                       |                  |        |                |
| 2  |                       |                  |        |                |
| 3  |                       |                  |        |                |
| 4  |                       |                  |        |                |
| 5  |                       |                  |        |                |
| 6  |                       |                  |        |                |
| 7  |                       |                  |        |                |
| 8  |                       |                  |        |                |
| 9  |                       |                  |        |                |
| 10 |                       |                  |        |                |
| 11 |                       |                  |        |                |
| 12 |                       |                  |        |                |
| 13 |                       |                  |        |                |
| 14 |                       |                  |        |                |
| 15 |                       |                  |        |                |

After you finish this form, sign it, and enter the date.

\_\_\_\_\_  
 Your Signature \_\_\_\_\_  
Date

Enter your name, address, and phone, or that of your attorney, if you have one.  
  
 Leave Attorney No. blank if an attorney did not fill out form.

Prepared by: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Attorney No.: \_\_\_\_\_

|   |   |                           |
|---|---|---------------------------|
| <b>STATE OF ILLINOIS,<br/>CIRCUIT COURT</b><br><br>_____ COUNTY   | <b>ORDER TO EXPUNGE &amp; IMPOUND<br/>CRIMINAL RECORDS</b>  | <i>For Court Use Only</i> |
| <b>Instructions ▼</b>   | Request of: _____<br><br><b>Your name</b> <i>(First, middle, last name)</i> _____<br><br><b>Date of birth</b> _____ <b>Race</b> _____ <b>Gender</b> _____<br><br><b>Case Number</b> <i>(if the Clerk assigns a new number):</i> _____ |                           |
| Enter above the county name where you will file this case.  | <b>Arrest or Case Numbers of all Eligible Criminal Offenses on your Record in this County:</b><br><br>_____<br>_____<br>_____<br>_____  |                           |
| Enter your name, birth date, race, and gender.  |   |                           |
| See Step 3A in the <i>How to Expunge or Seal a Criminal Record</i> for how to use this form.  |   |                           |
| If the Clerk gave you a new case number, enter it to the right.   |   |                           |
| Enter the number for all eligible arrests and charges on your criminal record in this county. If an arrest did not result in formal charges, enter the arrest number. |   |                           |

Enter the date you filed your *Request* form.

The Court reviewed your *Request to Expunge & Impound Criminal Records* filed on:  
 \_\_\_\_\_ . 20 \_\_\_\_  
*Date*

**DO NOT** check these boxes. The judge will check the correct boxes.

**IT IS ORDERED:**

- Your *Request* is GRANTED, and within 60 days of receiving this order:
  - The Arresting Agencies must expunge these records.
  - The Clerk of the Circuit Court must impound these records.
  - The Illinois State Police must expunge or impound these records as required by law.
  - The Illinois State Police and the Arresting Agencies must request the return of all arrest or conviction records from any agencies that were previously notified of these records.
  - The Illinois State Police must expunge any pardoned conviction and other arrests by sealing these records as required by law.
- Your *Request* is DENIED for the following reasons: *(check all that apply)*
  - Your records are not legally eligible for expungement.
  - You failed to attach the required drug test.
  - The Court finds that the public's interest in retaining your criminal records are greater than your interest in expunging your records.
  - Other: \_\_\_\_\_

**DO NOT** fill in these lines. The judge will sign and enter date here.

**ENTERED:**

Judge: \_\_\_\_\_ Date: \_\_\_\_\_



4. **To:** Illinois State Police  
260 North Chicago Street  
Joliet, Illinois 60432

In 5, select the type of Request you are filing and enter the name of the county where you are filing your Request.

5. I have filed a:  
 Request to Expunge & Impound Criminal Records  
 Request to Seal Criminal Records

with the Clerk of the Circuit Court of \_\_\_\_\_ County, Illinois.  
*County Name*

6. The Circuit Court Clerk will mail a copy of this Notice and the Request to all of the agencies listed above in sections 1 - 4.

After you finish this form, sign it, and enter the date.

\_\_\_\_\_  
*Your Signature* *Date*

Enter your name, address, and phone number.

Prepared by: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Attorney No.: \_\_\_\_\_

Leave Attorney No. blank if an attorney did not fill out form.

**CERTIFICATE OF MAILING**

**DO NOT** fill out this section. The Circuit Clerk will sign and mail it.

The undersigned certifies that the above Notice and attached documents were placed in the U.S. Mail with first class postage prepaid to all parties listed above.

\_\_\_\_\_  
*Signature of Circuit Clerk* *Name of Deputy Clerk*

|  |   |  |
|--|---|--|
| <b>STATE OF ILLINOIS,<br/>CIRCUIT COURT</b><br><br>_____ COUNTY  | <b>ADDITIONAL NOTICE OF FILING<br/>FOR EXPUNGEMENT OR<br/>SEALING</b>   | <i>For Court Use Only</i>  |
| <b>Instructions ▼</b><br>Enter above the county name where you will file this case.<br><br>Enter your name, birth date, race, and gender.<br><br>Select the type of Request you are filing.<br><br>If the Clerk gave you a new case number, enter it to the right. | Request of:<br><br>_____<br><b>Your name</b> ( <i>First, middle, last name</i> )<br><br>_____<br><b>Date of birth</b> <b>Race</b> <b>Gender</b><br><br>Request for: <input type="checkbox"/> Expungement <input type="checkbox"/> Sealing | _____<br><b>Case Number</b> ( <i>if the Clerk assigns a new number</i> ) |
| Enter all the numbers you included in your Request to Expunge & Impound Criminal Records or Request to Seal Criminal Records form.   | <b>Arrest or Case Numbers of all Eligible Criminal Offenses on your Record in this County:</b><br>_____<br>_____<br>_____<br>_____  |  |

In 1, enter the additional local police agencies that arrested you.

1. **To:** Additional Arresting Agencies that arrested you:

|  |  |
|--|--|
| Name   | Name   |
| Street Address   | Street Address   |
| City                      State                      ZIP | City                      State                      ZIP |

In 2, enter the names and addresses of the additional Chief Legal Officers of the Units of Local Government that arrested you. The Chief Legal Officer is usually the lawyer for the city or town in which you were arrested.

2. **To:** Additional Chief Legal Officers of the Units of Local Government that arrested you:

|  |  |
|--|--|
| Name   | Name   |
| Street Address   | Street Address   |
| City                      State                      ZIP | City                      State                      ZIP |

After you finish this form, sign it and enter the date and attach it to the Notice of Filing for Expungement or Sealing.

|                |      |
|----------------|------|
| Your Signature | Date |
|----------------|------|

Enter your name, address, and phone, or that of your attorney, if you have one.

Prepared by: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_

Leave Attorney No. blank if an attorney did not fill out form.

Phone Number: \_\_\_\_\_  
 Attorney No.: \_\_\_\_\_