

Getting Started

Request to Seal Criminal Records

IMPORTANT: This getting started guide and the instructions are not legal advice. They are only meant to help you learn how to seal 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.

Names of forms:	<ul style="list-style-type: none"> • <i>Request to Seal Criminal Records</i> • <i>Notice of Filing for Expungement or Sealing</i> • <i>Order to Seal Criminal Records</i> • <i>Additional Arrests or Cases for Expungement & Sealing</i> (if needed) • <i>Additional Notice of Filing for Expungement or Sealing</i> (if needed)
Purpose of the forms:	<p>To hide your criminal record from most of the public.</p> <ul style="list-style-type: none"> • Law enforcement agencies can still see sealed records. • Employers required by law to conduct background checks can see sealed felony convictions. They cannot see sealed misdemeanor convictions or cases not resulting in convictions.
Types of cases the forms CAN be used for:	<p>When you have been convicted of misdemeanor criminal offenses or some limited felony offenses (see exceptions listed in Step 2 in the <i>How to Expunge or Seal a Criminal Record</i> instruction booklet).</p>
Types of cases the forms CANNOT be used for:	<p>When you have been convicted of a felony other than the Class 3 and Class 4 Felonies that can be sealed (see the <i>How to Expunge or Seal a Criminal Record</i> instruction booklet).</p>
Special information or papers needed to complete the forms:	<ul style="list-style-type: none"> • Details about the arrests, charges, and convictions in your criminal record; • Addresses of police departments that arrested you; • Addresses of the State's Attorney's offices that filed charges against you; AND • Addresses of the chief legal officers where you were arrested.
Statutes covering the forms:	<p>20 ILCS 2630/5.2</p>
Where to find the forms and instruction sheet:	<p>www.illinoiscourts.gov/Forms/approved/</p>
For more information:	<p>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: www.illinoislegalaid.org/Sealing or www.illinois.gov/osad/Expungement.</p>

STATE OF ILLINOIS, CIRCUIT COURT	REQUEST TO SEAL CRIMINAL RECORDS	For Court Use Only
_____ COUNTY		
Instructions ▼	Request of: _____ Your name (First, middle, last name) _____ Date of birth Race Gender	
Enter above the county name where you will file this case.		
Enter your name, birth date, race, and gender. List any other names you used when arrested.		
If the Clerk gave you a new case number, enter it to the right.		
Enter the number for all eligible arrests, charges, and convictions on your criminal record in this county. If an arrest did not result in formal charges, enter the arrest number.		
Arrest or Case Numbers of all Eligible Criminal Offenses on your Record in this County:		
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

If you have more than 15 eligible arrests, charges, and convictions, list them on one or more *Additional Arrests or Cases for Expungement & Sealing* forms.

See pages 13 – 16 of the *How to Expunge or Seal a Criminal Record* for help with filling out this table.

In **1**, enter the first 15 arrests, charges, and convictions you want sealed.

See *How to Expunge or Seal a Criminal Record* to make sure your cases can be hidden by sealing your record.

In **1**, check the box if you listed additional eligible arrests, charges, and convictions on one or more *Additional Arrests or Cases for Expungement & Sealing* form.

In **2**, enter your current address.

1. I ask the Court to seal the following arrests, charges, or convictions from the records of the Arresting Agency, the Circuit Clerk, and the Illinois State Police:

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

I have listed additional arrests or cases on the attached *Additional Arrests or Cases for Expungement & Sealing* form.

2. My mailing address is: _____
 Street, Apt.

 City State ZIP

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

4 – 6 must be true for you to use this form.

In **4**, minor traffic offenses cannot be sealed unless they were an eligible Class A or B misdemeanor.

In **7 - 11**, check ALL boxes that apply.

In **10b**, most misdemeanor convictions can be sealed, but some cannot like: DUI, some Reckless Driving Offenses, Domestic Battery, some Sexual Offenses, and Dog Fighting.

In **10d**, most felony convictions cannot be sealed. However, some Class 3 and Class 4 Felonies can be sealed, like Theft, Possession of Cannabis, Possession of a Controlled Substance, and a few others.

For a complete list of crimes that can and cannot be sealed, see the *How to Expunge or Seal a Criminal Record*.

3. A phone number where I can be reached is: _____
4. I am not asking to seal arrests or charges for minor traffic offenses, unless I was released without being charged.
5. I am not asking to seal arrests or charges for felony offenses, unless the felony was reduced to an eligible misdemeanor, or is otherwise eligible to be sealed.
6. I am not asking to seal a felony conviction that happened after the sealing of a prior felony conviction.
7. For at least one case, I was arrested and released, and no charges were filed against me.
8. For at least one case, I was charged, but was later acquitted or the case was dismissed without a finding of guilt being entered.
9. For at least one case, I was convicted, but the conviction was reversed or vacated.
10. For at least one case, at least 3 years have passed; AND (*check all that apply*)
- a. I successfully completed my supervision, for eligible offenses;
 - b. I received a misdemeanor conviction for an offense subject to sealing;
 - c. I received a sentence of Qualified Probation; AND
I have attached the results of a drug test that I passed within the last 30 days;
 - d. I received a felony conviction for an offense subject to sealing. If it was a drug case, I have attached the results of a drug test that I passed within the last 30 days.
11. I received a Certificate of Eligibility for Sealing by the Prisoner Review Board.
(*Attach a copy of the Certificate.*)

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.

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

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.

DO NOT fill in the box to the right.

Prepared by: _____

Street Address: _____

City, State, ZIP: _____

Phone Number: _____

Attorney No.: _____

For official use only

State's Attorney/Prosecutor/ISP/Arresting Agency/Chief Local Legal Officer:

Received on: _____

This form is approved by the Illinois Supreme Court and is required to be accepted in all Illinois Circuit Courts.

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

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.: _____

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	ORDER TO SEAL CRIMINAL RECORDS	<i>For Court Use Only</i>
Instructions ▼ Enter above the county name where you will file this case. Enter your name, birth date, race, and gender. See Step 3B 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, charges, and convictions on your criminal record in this county. If the arrest did not result in formal charges, enter the arrest number.	Request of: _____ Your name <i>(First, middle, last name)</i> _____ Date of birth Race Gender _____	_____ Case Number <i>(if the Clerk assigns a new number):</i>
Arrest or Case Numbers of all Eligible Criminal Offenses on your Record in this County:		
_____ _____ _____ _____		

Enter the date you filed your *Request* form.

The Court reviewed your *Request to Seal 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 Illinois State Police, the Arresting Agencies, and the Clerk of the Circuit Court must seal these records.
 - 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.

- Your *Request* is DENIED for the following reasons: *(check all that apply)*
 - Your records are not legally eligible to be sealed.
 - 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 sealing your records.

Other: _____

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

ENTERED:

Judge: _____ Date: _____

Enter the Case Number given by the Circuit Clerk: _____

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*

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

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
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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.: _____