

<b>STATE OF ILLINOIS, CIRCUIT COURT</b>  _____ <b>COUNTY</b>	<b>REQUEST TO EXPUNGE &amp; IMPOUND AND/OR SEAL CRIMINAL RECORDS</b>	<i>For Court Use Only</i>																				
<b>Instructions ▼</b> Directly above, enter the name of county where you will file the case.  Enter your name, birth date, race, and gender. List any other names you used when arrested on the cases listed on 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.	Request of:  _____ <b>Your name</b> ( <i>First, middle, last name</i> )  _____ <b>Other names used in these cases</b>  <div style="display: flex; justify-content: space-between;"> <span>_____ <b>Date of birth</b></span> <span>_____ <b>Race</b></span> <span>_____ <b>Gender</b></span> </div> <div style="border-top: 1px solid black; padding-top: 5px;"> <b>Case Number</b> (<i>if the Clerk assigns a new number</i>)         </div>																					
<b>Arrest or Case Numbers of all Eligible Criminal Offenses on your Record in this County:</b> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%; border-bottom: 1px solid black;"></td><td style="width: 20%; border-bottom: 1px solid black;"></td><td style="width: 20%; border-bottom: 1px solid black;"></td><td style="width: 20%; border-bottom: 1px solid black;"></td><td style="width: 20%; border-bottom: 1px solid black;"></td></tr> <tr><td style="border-bottom: 1px solid black;"></td><td style="border-bottom: 1px solid black;"></td><td style="border-bottom: 1px solid black;"></td><td style="border-bottom: 1px solid black;"></td><td style="border-bottom: 1px solid black;"></td></tr> <tr><td style="border-bottom: 1px solid black;"></td><td style="border-bottom: 1px solid black;"></td><td style="border-bottom: 1px solid black;"></td><td style="border-bottom: 1px solid black;"></td><td style="border-bottom: 1px solid black;"></td></tr> <tr><td style="border-bottom: 1px solid black;"></td><td style="border-bottom: 1px solid black;"></td><td style="border-bottom: 1px solid black;"></td><td style="border-bottom: 1px solid black;"></td><td style="border-bottom: 1px solid black;"></td></tr> </table>																						

If you are **only requesting to seal** cases, do **not** fill out sections 2 - 11. **Go to section 11.**

*See How to Expunge and/or Seal a Criminal Record* to make sure all of your cases can be erased by expunging your record. For help filling out this table, see pages 12 – 15. **Do not list any convictions in this section.**

In **2**, enter all eligible arrests or charges on your record. Enter all charges for each case number.  
  
 For **Outcome**, enter an outcome that matches the outcome of your case. Use the shortened version of the outcome from the Outcome Abbreviations box.

If you need more room, use the *Additional Arrests or Cases for Expungement* form and check the box.

1. I am requesting to expunge and impound records.  
☐ Yes      ☐ No (*If no, go to Section 11*)
2. I ask the Court to **EXPUNGE AND IMPOUND** the following arrests or charges from the records of the Arresting Agency, the Circuit Clerk, and the Illinois State Police. I was arrested, or charged without being arrested, and not convicted on the dates and for the offenses listed below:

Arrest or Case Number	Arresting Agency	Charge <small>(list all charges for each case number)</small>	Date of Arrest	Outcome <small>(for example, RV, S or P)</small>

Outcome Abbreviations			
<b>RV</b>	Conviction Reversed or Vacated	<b>P</b>	Pardon from the Governor
<b>CE</b>	Certificate of Eligibility for Expungement from PRB	<b>FI</b>	Found Factually Innocent
<b>RWC</b>	Released Without Charge	<b>DA</b>	Dismissal or Acquittal
<b>S</b>	Supervision Successfully Completed	<b>QP</b>	Qualified Probation Successfully Completed

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

In **3-11**, check ALL boxes that apply.

In **3**, you cannot expunge a criminal conviction unless one of the special situations listed under checkboxes a, b, c, or d describes your case.

In **7**, your record must specifically state that you had Qualified Probation. It might also be called Second Chance, 410, 710, 1410, or TASC probation.

In **8**, if you got supervision for any case, 5 years must have passed since the end of the sentence 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 since the end of the sentence for all other supervisions (except those listed in **9**, which can never be expunged).

If you are **only requesting to expunge** cases, do **not** fill out sections 12 - 23. Skip to the bottom and sign to form.

See *How to Expunge and/or Seal a Criminal Record* to make sure your cases can be hidden by sealing your record. For help filling out the table on the next page, see pages 12 – 15.

3. I was not convicted of any offenses I want to expunge, unless (*Check the box that applies*):
  - 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.
4. ☐ For at least one case, I was arrested and released, and no charges were filed against me.
5. ☐ For at least one case, I was arrested for a minor traffic offense and released from custody without being charged.
6. ☐ For at least one case, I was charged, but was later acquitted or the case was dismissed.
7. ☐ 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 successfully; AND
  - b. I have attached the results of a drug test that I passed within the last 30 days.
8. ☐ 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 successfully.
9. ☐ 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.
10. ☐ 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 DUI or Reckless Driving; AND
  - c. I have reached the age of 25.
11. I am requesting to seal records.
 

☐ Yes
 ☐ No (*If no, skip Sections 12- 23*)

In **12**, enter all eligible arrests, charges, and convictions you want sealed. Enter all charges for each case number. For **Outcome**, enter an outcome that reflects the outcome of your case. Use the shortened version of the outcome from the Outcome Abbreviations box.

If you need more room to list additional eligible arrests or charges use the *Additional Arrests or Cases for Sealing* form and check the box.

**13–14** must be true for you to use this form.

For **13**, traffic offenses cannot be sealed unless they were an eligible Class A or B misdemeanor.

In **15–22**, check ALL boxes that apply.

In **16** and **17a–c**, some misdemeanor supervisions and convictions cannot be sealed, like DUI, some Reckless Driving Offenses, Domestic Battery, some Sexual Offenses, and Dog Fighting. In **17b**, some Class 3 and Class 4 felony offenses 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 and/or Seal a Criminal Record*.

- 12.** 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:

Arrest or Case Number	Arresting Agency	Charge (list all charges for each case number)	Date of Arrest	Outcome (for example, MC, FC, or CE)

#### Outcome Abbreviations

<b>MC</b>	Misdemeanor Conviction	<b>FC</b>	Felony Conviction
<b>CE</b>	Certificate of Eligibility for Sealing from PRB	<b>QP</b>	Qualified Probation Successfully Completed

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

- 13.** I am not asking to seal arrests or charges for minor traffic offenses, unless I was released without being charged.
- 14.** I am not asking to seal a felony conviction that happened after the sealing of a prior felony conviction.
- 15.** ☐ I am asking to seal a successfully completed sentence of Second Chance Probation (under Section 5-6-3.4 of the Unified Code of Corrections), for which there is no waiting period.
- 16.** ☐ At least 2 years have passed since I successfully completed my supervision, for eligible offenses.
- 17.** At least 3 years have passed since the end of my last sentence (*Unless #20 or 21 applies*); AND (*Check all that apply*):
- ☐ I received a misdemeanor conviction for an offense subject to sealing;
  - ☐ 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.
  - ☐ I successfully completed a sentence under Section 10 of the Cannabis Control Act, Section 410 of the Illinois Controlled Substances Act, Section 70 of the Methamphetamine Control and Community Protection Act, or Offender Initiative Program (under Section 5-6-3.3 of the Unified Code of Corrections), AND I have attached the results of a drug test that I passed within the last 30 days.
- 18.** ☐ I am not asking to seal a felony conviction for which I currently have to register on a public registry, including the Arsonist Registration Act, the Sex Offender Registration Act, or the Murder and Violent Offender Against Youth Registration Act.

19. ☐ For at least one case, I received a Certificate of Eligibility for Sealing by the Prisoner Review Board. (*Attach a copy of the Certificate.*)

In 20, check the box if you have completed one of the listed educational goals during your last sentence. If 20 applies to you, all eligible cases can be sealed immediately after the completion of your last sentence.

20. ☐ I am eligible to seal all eligible cases upon completion of my LAST sentence because I received a high school diploma, associate's degree, career certificate, vocational or technical certification, or bachelor's degree, or passed the high school GED Test; AND

- I did so during the period of my LAST sentence, aftercare release, or mandatory supervised release; AND
- I did not complete the same educational goal before.
- I have attached to this *Request* proof of the program I completed.

21. ☐ I am eligible to seal all eligible cases upon completion of my LAST sentence because I am a trafficking victim as defined under Section 10-9 of the Criminal Code of 2012, and as such:

- I was a victim of human trafficking when my last offense was committed; AND
- My participation in the offense was a direct result of human trafficking under Section 10-9 of the Criminal Code of 2012 OR a severe form of trafficking under the federal Trafficking Victims Protection Act.

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.

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.

22. ☐ For at least one case, I received a conviction for Reckless Driving; AND

- I was under the age of 25 when the offense was committed; AND
- I have no other convictions for DUI or reckless driving; AND
- I have reached the age of 25.

**I certify that everything in the *Request to Expunge & Impound and/or Seal Criminal Records* 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](#).**

/s/

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

\_\_\_\_\_  
Date

Enter the name and contact information of the person who should receive copies of the filed paperwork.

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

Name: \_\_\_\_\_  
Attorney # (if any): \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

*For official use only*

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

Received on: \_\_\_\_\_

**GETTING COURT DOCUMENTS BY EMAIL:** You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.