

Seminole County Clerk of Court and Comptroller
Seal/Expunge a Criminal History Checklist

_____ Download the application from the Florida Department of Law Enforcement (FDLE) website at www.fdle.state.fl.us

_____ FOR EXPUNCTION APPLICANTS ONLY: Submit the FDLE application to the State Attorney's Office or the Office of Statewide Prosecution (depending on who filed the charges in your case) for completion of SECTION B.

State Attorney's Office
Attn: Seal/Expunge
101 Eslinger Way
Sanford, Florida 32773
(407) 665-6000
www.sa18.org

Office of Statewide Prosecution
Orlando Office
Attn: Seal/Expunge
135 W Central Blvd., Suite 1000
Orlando, Florida 32801
www.myfloridalegal.com

_____ When you receive the application back from the State Attorney's Office or Office of Statewide Prosecution, you can order and purchase certified copies of the final disposition and if applicable, certified copies of the termination of probation for each charge listed on the application by visiting our website at www.seminoleclerk.org. You may also submit your request to criminal@seminoleclerk.org.

_____ Fingerprinting; your fingerprints should accompany your application. Most police agencies can help you with this. Visit their website for detailed information.

_____ Send the completed application and the required documents with payment (money order) to FDLE at the address provided on the application. Processing can take up to 12 weeks.

_____ When you receive the Certificate of Eligibility from FDLE, email our Seal and Expunge department at seal-expunge@seminoleclerk.org or call the Seminole County Clerk's Office at (407) 665-4300 for the filing fee.

_____ Required forms are available on our website or you may request them by email to criminal@seminoleclerk.org and include the full name of the defendant, the case number, and the action requested: Seal or Expunge.

_____ After you receive the filing fee and your forms:

Send originals & filing fee to:

Seminole County Clerk's Office
Criminal Court Records
Attn: Seal/Expunge
P.O. Box 8099
Sanford, Florida 32772

Mail copies of the packet to the appropriate agency:

State Attorney's Office
Attn: Seal/Expunge
101 Eslinger Way
Sanford, Florida 32773

Office of Statewide Prosecution
Orlando Office
Attn: Seal/Expunge
135 W Central Blvd., Suite 1000
Orlando, Florida 32801

If the State Attorney's Office or the Office of Statewide Prosecution does not object to your petition, the Judge will be notified and your order will be signed. The case will be sealed or expunged depending on the signed order and certified copies will be sent out according to statute requirements.

If the State Attorney's Office or the Office of Statewide Prosecution objects to your petition, they will send you a letter and you will have to contact them for further instruction.