

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: _____

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

Phone Number: _____

Attorney No.: _____

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*