

<p><b>STATE OF ILLINOIS,</b> <b>CIRCUIT COURT</b></p> <p>_____ COUNTY</p>	<p><b>REQUEST TO SEAL CRIMINAL RECORDS</b></p>	<p>For Court Use Only</p>
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<p><b>Instructions ▼</b></p>	<p>Request of:</p> <p>_____</p> <p><b>Your name</b> <i>(First, middle, last name)</i></p> <p>_____</p> <p><b>Date of birth</b>      <b>Race</b>      <b>Gender</b></p> <p>_____      _____      _____</p>	<p>_____</p> <p><b>Case Number</b> <i>(if the Clerk assigns a new number)</i></p>															
<p>Enter above the county name where you will file this case.</p> <p>Enter your name, birth date, race, and gender. List any other names you used when arrested.</p> <p>If the Clerk gave you a new case number, enter it to the right.</p> <p>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 arrest number.</p>	<p><b>Arrest or Case Numbers of all Eligible Criminal Offenses on your Record in this County:</b></p> <table border="1"> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> </table>		_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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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 9 – 12 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.*

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*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*.

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.

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 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 technical certification, or bachelor's degree, or past the high school GED test; AND (1) I did so during the period of my last sentence, after care release, or mandatory supervised release; (2) I have not completed the same education goal prior to that time (*attach proof of completion of such program*).
12.  For at least one case, I received a conviction for Reckless Driving; AND (1) I was under the age of 25 when the offense was committed; and (2) I have no other convictions for DUI or Reckless Driving; and (3) I have reached the age of 25.
13.  I received a Certificate of Eligibility for Sealing by the Prisoner Review Board. (*Attach a copy of the Certificate.*)

**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 the Case Number given by the Circuit Clerk: \_\_\_\_\_

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: \_\_\_\_\_