

## ALACHUA COUNTY EXPUNGEMENT OR SEALING INSTRUCTIONS

**After completion of the FDLE expunge/seal process and you have received your Certificate of Eligibility, you may proceed with the process at the Alachua County Clerk of Court.**

1. Complete the petition and affidavit. The affidavit must be signed in the presence of a notary public.
  - Before completing the petition, search the Official Records at [www.alachuaclerk.org](http://www.alachuaclerk.org) to determine whether any documents in your case were recorded and need to be removed.
2. To obtain copies pertaining to case number, charges and disposition, contact the Central Files Division of the Clerk's Office, 201 E. University Avenue, Gainesville, Florida 32601 or fax to (352) 337-6158.
3. All charges on each case must have an arrest date and arresting agency listed on the petition.
4. Upon completion of the forms you will need to photocopy **four complete sets** (Petition, Affidavit and FDLE Certificate) to be distributed by you as follows:

File **the ORIGINAL** with the Clerk of Court in the Criminal Division. The fee payment is \$91.00, which includes the \$42.00 filing fee and the cost of certified copies. Some cases require additional copies and, if so, the filer will be notified of the additional required payment.

Make payment in the form of a personal check, cashier's check, or money order made payable to the "Clerk of Court." We also accept Visa, MasterCard, American Express, and Discover card payments. However, please know there is a 3.5% service fee charged by our provider for all debit and credit card payments. Do not send cash in the mail.

Furnish **COPIES** to the Florida Department of Law Enforcement, Office of the State Attorney, Alachua County Sheriff's Office and the arresting agency if different from the Alachua County Sheriff's Office.

The following addresses and phone numbers may help in this process:

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| <b>Clerk of Court</b><br><u>Mailing Address</u><br>Civil and Family Justice Center<br>201 E University Ave<br>Gainesville, FL. 32601<br>(352) 374-3681 | <b>Clerk of Court</b><br><u>Walk In Customer Service</u><br>Criminal Justice Center<br>220 South Main Street, 4th Fl<br>Gainesville, FL 32601<br>(352) 374-3681 | <b>Gainesville Police Department</b><br>721 NW 6th Street<br>Gainesville, FL 32601<br>(352) 334-2400                         |
| <b>Alachua County Sheriff's Office</b><br>P.O. Box 5489<br>Gainesville, FL 32627-5489<br>(352) 367-4000  | <b>State Attorney's Office</b><br>120 W University Ave<br>Gainesville, FL 32601<br>(352) 374-3670   | <b>Florida Department of Law Enforcement</b><br>Expungement Section<br>P. O. 1489<br>Tallahassee, FL 32302<br>(850) 410-7870 |

After the order is signed by the court and filed with the clerk's office, the processing will take a week to process at which time you will receive a copy of the Order to Seal or Order to Expunge or Order Denying Petition. Expunction orders will require a 60-day delay before becoming effective. Copies will be sent to all agencies having any record of the arrest.

The judge may require a hearing on your Petition to Expunge or Seal. You will be notified that a hearing needs to be set and it will be your responsibility to set the hearing with the appropriate judge and notice all necessary parties.