

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

ALACHUA COUNTY EXPUNGEMENT OR SEALING INSTRUCTIONS

1. Complete the attached petition and affidavit. The affidavit must be signed in the presence of a Notary Public.
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 to the following:

THE ORIGINAL must be filed with the Clerk of Court in the Criminal Division. The filing fee is \$42.00 with additional costs for copies and certifications. Please contact the clerk's office for total amount due.

Please remit your payment in the forms of a personal check, cashier's check, money order made payable to the "Clerk of Court". We also accept Visa, MasterCard, American Express and Discover card payments. However, please know that there is a \$5.00 charge by our provider for all 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:

Clerk of the Circuit Court
Criminal Department
Post Office Box 600
Gainesville, Florida 32602
(352) 374-3681

Office of the State Attorney
120 W. University Avenue
Gainesville, Florida 32601
(352) 374-3670

Alachua County Sheriff
Post Office Box 1210
Gainesville, Florida 32602
(352) 367-4000

Gainesville Police Department
721 Northwest 6th Street
Gainesville, Florida 32601
(352) 334-2400

Florida Department of Law Enforcement
Expungement Section
Post Office Box 1489
Tallahassee, Florida 32302
(850) 410-7876

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. 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.