

REQUEST TO EXPUNGE ARREST RECORD

O.C.G.A. 35-3-37(d)

Money Order
Certified Check
GBI Reference #

Internal Use Only

**One (1) Date of Arrest Only Per Request and
A non-refundable \$25.00 Fee**

**(Money Order or Certified Check payable to "Georgia Bureau of Investigation") per Request
The local agency may also require a fee up to \$25.00**

SECTION ONE - APPLICANT INFORMATION

(To be completed by Applicant)

O.C.G.A. 35-3-37(d)(1) provides in part that "An individual who was: (A) Arrested for an offense under the laws of this state but subsequent to such arrest is released by the arresting agency without such offense being referred to the prosecuting attorney for prosecution; or (B) After such offense referred to the proper prosecuting attorney, and the prosecuting attorney dismisses the charges without seeking an indictment or filing an accusation may request the original agency in writing to expunge the records of such arrest..."

Name: _____

Date of Birth: _____ Race: _____ Sex: _____

Social Security Number: _____

Telephone Number: _____ Email: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Arresting Agency: _____

Date of Arrest: _____

Offense(s) Arrested For: _____

Sections One and Two of this form must be completed in their entirety before request may be submitted to the Prosecuting Attorney's Office.

I request the arrest record information (Date of Arrest and associated charges) described above pertaining to me be expunged from the record(s) of the arresting agency pursuant to the provisions of O.C.G.A. 35-3-37(d).

Signature: _____ Date: _____

**GEORGIA BUREAU OF INVESTIGATION
GEORGIA CRIME INFORMATION CENTER
INSTRUCTIONS FOR REQUEST TO EXPUNGE ARREST RECORD**

1. Expungement refers to the purging of criminal history records. O.C.G.A. §35-3-37(d) provides for the expungement of certain criminal history records when approved by the prosecuting attorney. GCIC cannot expunge a criminal history record without the approval of the prosecuting attorney.
2. For any requests/applications received by the arresting agency, as of August 1, 2009, GCIC will require a fee of \$25.00 from the applicant to process the Request for Expungement ("Request Form") approved by the prosecuting attorney. Each Request Form may contain only ONE (1) Date of Arrest (there may be single or multiple charges for the Date of Arrest). The \$25.00 fee (money order or certified check payable to "Georgia Bureau of Investigation") must be attached to the Request Form. GCIC only requires the fee once the request is approved by the prosecutor and submitted to GCIC.
3. The arresting agency may also require a fee to process the request as authorized under O.C.G.A. §35-3-37(d)(1)(B).
4. Please seek additional instructions from the arresting agency with regards to how the fees should be paid or how the approved request should be submitted to GCIC.
5. If this completed Request Form is sent to GCIC without the fee, the Request Form will be returned to the applicant.
6. Refunds will not be issued by GCIC when applications are not approved by the prosecutor. Requests for Expungement that have missing data will not be processed until all required data is received and the fee will not be refunded due to missing required data.
7. The applicant will complete Section One of the Request for Expungement and forward the three-page Request for Expungement to the arresting agency.
8. The arresting agency will complete Section Two of the Request for Expungement and forward the three-page Request for Expungement to the prosecutor for approval.
9. The prosecutor will approve or deny the Request, and return the Request for Expungement to the arresting agency.
10. Once approved by the prosecutor, the arresting agency may return the approved Request form to the applicant who will be responsible for forwarding the approved Request Form and \$25.00 fee to GCIC. If the arresting agency collects the GCIC fee from the applicant at the time the request is received, the arresting agency may forward the Request Form and \$25.00 fee to GCIC on behalf of the applicant.
11. If the approved Request Form is received by GCIC without payment, the request will be rejected and returned to the applicant.
12. Mail the approved Request for Expungement form and \$25.00 fee (money order or certified check payable to "Georgia Bureau of Investigation") to:

**Georgia Crime Information Center
Expungements
P.O. Box 370808
Decatur, Georgia 30037-0808**

13. Requests for Expungement may be hand-delivered to GCIC between the hours of 8:00 a.m. – 4:30 p.m., Monday thru Friday, except designated state holidays. **GCIC is located at 3121 Panthersville Road, Decatur, Georgia 30034.**
14. To check the status of your request, contact the GCIC CCH/Identification Services at (404) 270-8396 or email gacriminalhistory@gbj.ga.gov.