

**Instructions for the Sealing or Expungement
of Criminal History Records**

- Obtain a Certificate of Eligibility from the Florida Department of Law Enforcement (FDLE) prior to filing your request with the court
 - a. Access the link to FDLE <https://www.fdle.state.fl.us/Seal-and-Expunge-Process/Seal-and-Expunge-Home>
- You are required to attach a certified copy of the disposition of each charge you are seeking to have expunged or sealed to your Application for Certificate of Eligibility.
 - a. Certified copies of dispositions may be purchased through by visiting our website <https://www.okaloosaclerk.com/e-certify/> or in person at our one of our locations:

Okaloosa County Clerk of the Circuit
1940 Lewis Turner Blvd
Fort Walton Beach, FL 32547
(850) 651-7200

Okaloosa County Clerk of Court
101 E. James Lee Blvd
Crestview, FL 32536
(850) 689-5000

Once you have received your Certificate of Eligibility, complete and file the forms listed below with the Clerk of the Court. Each of the documents listed below are available for viewing and download on our website at www.okaloosaclerk.com. Each form must have all of the sections accurately completed. The petition and proposed order must include the primary case number and the case numbers for each related case, if any.

- **Sworn Statement:** Must be completed and signed before a notary.
- **Petition to Seal or Expunge:** Must be completed and signed.
 - **Arrest charges must include all charges at the time of arrest as listed in the criminal report affidavit & any subsequent arrests for the case(s)**
- **Proposed Order to Seal or Order to Expunge depending on your Certificate of Eligibility:**
 - Must be completed except for judge's signature block
 - **Arrest charges must include all charges at the time of arrest as listed in the criminal report affidavit & any subsequent arrests for the case(s)**
- **FDLE Certificate of Eligibility**
- **Filing fee of \$42.00**

Processing fees and any outstanding fines, fees or court costs must be paid. Contact our office for the amount due for any outstanding costs, court division and presiding Judge. Acceptable forms of payment for any outstanding costs are cash, money order, cashier's checks or law firm checks (must be from the law firm representing the defendant). **Personal checks will not be accepted for payment of these fees.** **Mail payments to:** Clerk of the Circuit Court, Attn: Customer Service at one of the addresses listed above. **For In person payments** visit either of our offices listed above. A copy of the Petition must be delivered to the Office of the State Attorney, and the arresting agency at the same time it is filed with the Clerk.

The parties and agencies involved in the case will receive certified copies of the court's ruling by mail or encrypted e-mail.