



Kevin Madok, CPA

Clerk of the Circuit Court & Comptroller – Monroe County, Florida

Sealing or Expunging Criminal Records Process:

Process 1:

To seal or expunge a criminal record requires court approval. You must obtain a certified copy of the final disposition from the Clerk of Court. There is a fee for the certified copy; if you do not know your case number an additional research fee will be assessed.

You must complete an application for Florida Department of Law Enforcement (FDLE):

- The forms for this portion of the process can be obtained from the Florida Department of Law Enforcement website at <https://www.fdle.state.fl.us/cms/Seal-and-ExpungeProcess/Seal-and-Expunge-Home.aspx> .
- Along with the **application**, (which must be completed by the State Attorney's Office Section B-for expungements only), include a **fingerprint card** (which must be completed at a local law enforcement agency), **certified copy of final disposition**, mailed, along with a **\$75 fee** to Florida Department of Law Enforcement.
- The Florida Department of Law Enforcement will mail you the Certificate of Eligibility, if you are approved

Once you receive the Certificate of Eligibility, you can now start process #2.

Process 2:

For the Clerk of Court:

- You must then provide to the Clerk's Office the original Certificate of Eligibility and the completed original Petition to Seal or Expunge, original affidavit via Florida E-Filing Portal. **The clerk's filing fee is \$42.00.**
- You must contact the State Attorney's office for this letter, { 'State Attorney's Letter of No Objection' }
 - State Attorney contact number: 305-292-3400.
- You must provide the Court with a Blank Order to Expunge/Seal.
- Certified copies will be provided UPON request at the time of filing.
 - There will be a fee: \$1.00 per Page, \$2.00 per certification.

The Clerk will then forward these documents to the court.

Once the order has been signed, all parties will receive official documents via email.

IF YOU HAVE LEGAL QUESTIONS, YOU ARE ADVISED TO SPEAK TO AN ATTORNEY.

Effective: November 22, 2022

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