

## Expungement Applicant Instructions - Please Read ALL Instructions Below

### Step 1 — Certificate of Eligibility

Complete an expungement application form and submit it to the Bureau of Criminal Identification (BCI)

- Expungement application forms can be found at: <https://bci.utah.gov/expungement-forms-and-applications/>, or can be requested in person at BCI
- BCI will conduct research to determine which incident(s) are eligible for expungement.
- BCI will send you a letter indicating which incident(s), if any, are eligible for expungement.

Purchase Certificate(s) of Expungement Eligibility from the Bureau of Criminal Identification

- Indicate which eligible Incident(s) you want to purchase, and pay all associated fees as indicated in the BCI letter. A Certificate will need to be purchased for each eligible incident you want to expunge.

Move to Step 2 as soon as possible

- You have 90 days from the date listed on the Certificate(s) of Expungement Eligibility to petition the court(s) for an expungement order.

### Step 2 — Court-Issued Expungement Order

Complete an expungement order petition form, through the appropriate court, for each Certificate of Expungement Eligibility purchased from BCI and pay applicable court fees.

- Petition forms and instructions for all courts can be found online at: <https://www.utcourts.gov/howto/expunge/> under the “Forms” section, or can be requested in person at the court. Call Utah State Courts Self-Help Center at 888-683-0009 if you need further assistance.

Submit completed petition form(s) and Certificate(s) of Eligibility to the appropriate court AND prosecutor

- The Judge will review the petition(s) and the court will notify you via phone or mail which expungement Order(s) have been issued.

Purchase copies of Certified Expungement Order(s) from the court

- Make sure your Certified Expungement Order(s) contain the following information: defendant’s name and date of birth; date of arrest; charges along with the class; court name; court case number; court disposition and date; judge’s signature and court seal
- You will need to pay all court fees associated with obtaining the Certified Expungement Order(s)

Move to Step 3 as soon as possible

- Your criminal history and other records are not expunged until Step 3 is complete

### Step 3 — Distribution of Expungement Order(s) to Complete Expungement

Give a copy of the certified expungement Order(s) to: BCI; Arresting Agency; Corrections; Prosecutor; Booking Agency; Board of Pardons.

- BCI will expunge from the Utah Criminal History database and notify the FBI to expunge their record(s).
- A letter will be sent to you indicating removal of BCI records and notification to the FBI to remove their records.

Keep a certified copy of expungement Order(s) for your personal records