

Expungement Applicant Instructions - Please Read ALL Instructions Below

Step 1 — Apply for a certificate of eligibility through 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.

*****PLEASE BE ADVISED. A certificate of eligibility does not guarantee a court will order your case expunged. It is your responsibility to understand applicable law and procedures. Prosecutors or victims may object for various reasons including if you are currently on probation for any case. BCI will not refund any fees based solely on an objection or denial of the petition.*****

Move to Step 2 as soon as possible

- You have **90** days (including weekends and holidays) from the date listed on the letter of Expungement Eligibility to petition the court(s) for an expungement order. If you do not get the certificate(s) to the court and petition before the 90 days is up, the certificates will expire and you will need to reapply.

Step 2 — File the petition with the certificate of eligibility with court and serve Prosecutor

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: utcourts.gov/exp under the "Court 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. You can also use the QR code to the left.

Submit 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.

Step 3 - Respond to possible objections and attend any court hearings.

If the expungement petition is approved, you will need to purchase 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)

Step 4 — 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, and Board of Pardons. Any agency involved with your case.

- 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