

# REQUEST TO EXPUNGE ARREST RECORD

- 1) **Date of Arrest Only per Request** with a **Non-Refundable \$25** fee per request.
- Forms of payment accepted: money order or cashier's check made payable to the "City of Atlanta".
- You are responsible for making sure that your arrest is with the City of Atlanta Police Department before turning in your request.
- To be certain of the arresting agency, obtain your own personal background check for a \$10 fee payable by money order or cashier's check only.
- Once **approved**, an additional fee of \$25 payable to the Georgia Bureau of Investigation must be forwarded along with the approved paperwork to the GBI for the final step in the Expungement process.
- Once you turn in your Expungement request to the City of Atlanta Police Department **the \$25 is Non-Refundable.**

## SECTION (1) ONE - APPLICANT INFORMATION

(Completed by requester)

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_

Social Security Number \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone number \_\_\_\_\_

Arresting Agency: \_\_\_\_\_ e-mail address \_\_\_\_\_

Date of Arrest \_\_\_\_\_

Offense(s) Arrested For: \_\_\_\_\_

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**(NOTE: Arresting or Prosecuting Agencies may require the use of separate forms for each date of arrest to be expunged.)**

**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 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 \_\_\_\_\_

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..."  
GCC Record