

APPLICATION FOR
SEALING AND EXPUNGEMENT
OF JUVENILE RECORDS

See the Ohio Revised Code, §2151.356 (D) (2) and Juvenile Rule 34 (J)

Because you were charged with an offense as a juvenile, Ohio law allows you to have your juvenile record sealed or expunged. The following is an explanation of the process that you must follow to seal or expunge your record.

- 1) You may apply to this Juvenile Court for an order to seal your records six (6) months after any order made by the Court has ended. If you have been placed in a juvenile institution or other facility, you may not apply until two (2) years after you have received an unconditional discharge such institution or facility.
- 2) "Seal a record" means to remove a record from the main file of similar records and to secure it in a separate file that contains only sealed records accessible only to the Juvenile Court.
- 3) Applying to seal your record doesn't automatically mean that it will be sealed. The Juvenile Court must find that you have been rehabilitated to a satisfactory degree. If your offense was aggravated murder, murder, or rape, your record cannot be sealed.
- 4) If your record is sealed by the Juvenile Court and someone asks you if you have a record, you may properly reply that no record exists. If asked, the Court will also reply that no record exists.
- 5) After your record has been sealed, your record will automatically be expunged after a period of five (5) years or when you reach age twenty-three (23), whichever occurs sooner. You may apply to the Juvenile Court to have your sealed record expunged sooner.
- 6) How is "expunging" a record different from "sealing" a record? "Expunge a record" means to destroy, delete, and erase a record, as appropriate for the record's physical or electronic form or characteristic. This means that the record is permanently irretrievable. Your record MUST be sealed first before you can apply for expungement.
- 7) Attached is an application to either seal or expunge your record. There is no fee. Upon your completing this form, you will need to file this application along with the appropriate fees with the Juvenile Court Clerk's Office at the Courthouse in St. Clairsville, Belmont County, Ohio.
- 8) You may wish to read portions of the Ohio Revised Code, §2151.355; 2151.356; 2151.357 and 2151.358 for further details, available at most libraries and on the internet.

**IN THE COURT OF COMMON PLEAS
JUVENILE COURT DIVISION
BELMONT COUNTY, OHIO**

In Re: _____
Alleged _____ Child.

Case # _____

**SEALING APPLICATION
(O.R.C. 2151.356)
EXPUNGEMENT APPLICATION
(O.R.C. 2151.358)**

Juvenile's Name _____
Last First M.I.
(Applicant should list name when the juvenile record was obtained even if name is different now)

Date of Birth: ___/___/___ Current Age ___ Social Security Number # _____

Current Address _____

City, State, Zip Code _____ Phone: (____) - ____ - _____

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Has the record(s) already been sealed? Yes \_\_\_ No \_\_\_  
(A record that has been sealed by the Court will automatically be expunged 5 years after it is sealed or at age 23, whichever is earlier)

The undersigned applicant hereby requests that the applicant's record be:  
 Sealed     Expunged *(record must already be sealed prior to asking for expungement)*

The applicant further states that the applicant is not currently under the jurisdiction of the court in relation to a delinquency complaint and that at least two years have passed since the termination of any order made by the Court in relation to the case, or any unconditional discharge from any institution or facility if the applicant was committed to an institution or facility in relation to the case.

The applicant also authorizes the release of any school and/or police report that may aid the court in making a finding in this matter.

The applicant further states that the record should be expunged earlier than the time period for automatic expungement set out in ORC 2151.356 for the following reasons:  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_