1. Expungement refers to the purging of criminal history records. O.C.G.A. §35-3-37(d) provides for the expungement of certain criminal history records when approved by the prosecuting attorney. GCIC cannot expunge a criminal history record without the approval of the prosecuting attorney.

2. For any requests/applications received by the arresting agency, as of August 1, 2009, GCIC will require a fee of $25.00 from the applicant to process the Request for Expungement (“Request Form”) approved by the prosecuting attorney. Each Request Form may contain only ONE (1) Date of Arrest (there may be single or multiple charges for the Date of Arrest). The $25.00 fee (money order or certified check payable to “Georgia Bureau of Investigation”) must be attached to the Request Form. GCIC only requires the fee once the request is approved by the prosecutor and submitted to GCIC.

3. The arresting agency may also require a fee to process the request as authorized under O.C.G.A. §35-3-37(d)(1)(B).

4. Please seek additional instructions from the arresting agency with regards to how the fees should be paid or how the approved request should be submitted to GCIC.

5. If this completed Request Form is sent to GCIC without the fee, the Request Form will be returned to the applicant.

6. Refunds will not be issued by GCIC when applications are not approved by the prosecutor. Requests for Expungement that have missing data will not be processed until all required data is received and the fee will not be refunded due to missing required data.

7. The applicant will complete Section One of the Request for Expungement and forward the three-page Request for Expungement to the arresting agency.

8. The arresting agency will complete Section Two of the Request for Expungement and forward the three-page Request for Expungement to the prosecutor for approval.

9. The prosecutor will approve or deny the Request, and return the Request for Expungement to the arresting agency.

10. Once approved by the prosecutor, the arresting agency may return the approved Request form to the applicant who will be responsible for forwarding the approved Request Form and $25.00 fee to GCIC. If the arresting agency collects the GCIC fee from the applicant at the time the request is received, the arresting agency may forward the Request Form and $25.00 fee to GCIC on behalf of the applicant.

11. If the approved Request Form is received by GCIC without payment, the request will be rejected and returned to the applicant.

12. Mail the approved Request for Expungement form and $25.00 fee (money order or certified check payable to “Georgia Bureau of Investigation”) to:

   Georgia Crime Information Center  
   Expungements  
   P.O. Box 370808  
   Decatur, Georgia 30037-0808

13. Requests for Expungement may be hand-delivered to GCIC between the hours of 9:00 a.m. -1:00 p.m. and 2:00p.m. - 4:00 p.m., Monday thru Friday, except designated state holidays. GCIC is located at 3121 Panthersville Road, Decatur, Georgia 30034.

14. To check the status of your request, contact the GCIC CCH/Identification Services at (404) 270-8396 or email gacriminalhistory@gbi.ga.gov.
REQUEST TO EXPUNGE ARREST RECORD
O.C.G.A. 35-3-37(d)

One (1) Date of Arrest Only Per Request and
A non-refundable $25.00 Fee
(Money Order or Certified Check payable to “Georgia Bureau of Investigation”) per Request
The local agency may also require a fee up to $25.00

SECTION ONE - APPLICANT INFORMATION
(To be completed by Applicant)

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
procution; 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...”

Name: __________________________________________________________

Date of Birth: ______________ Race: ___________________ Sex: ______________

Social Security Number: ____________________________________________

Telephone Number: ___________________ Email: _______________________

Street Address: ____________________________________________________

City: ___________________ State: ___________ Zip Code: _______________

Arresting Agency: __________________________________________________

Date of Arrest: ___________________________________________________

Offense(s) Arrested For: ____________________________________________

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 (Date of Arrest and associated charges) 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: _______________
SECTION TWO - ARREST INFORMATION
(To be completed by Arresting Agency)

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...”

Date Request Received: __________________________________________

Applicant’s State Identification Number (SID): GA

Offender Tracking Number: _________________________________________

Arresting Agency Name: ___________________________________________

Arresting Agency ORI Number: GA

Case / Citation / Docket Number: ____________________________________

Date of Arrest: _________________________________________________

Arrest appears on Georgia and/or FBI criminal history record? ☐ Yes ☐ No

If arrest does not appear on either state or federal record, expungement cannot be processed and, therefore, there is no need to forward request to GCIC.

Arrest Charge Tracking Number(s) and Charges: _______________________

Disposition of Arrest: ____________________________________________

Disposition appears on Georgia criminal history record? ☐ Yes ☐ No

If No, official documentation containing disposition information is attached for processing. If official documentation is not available, please provide explanation and request for exception in Prosecutor’s Comments. (Without a disposition on file, official documentation, or request for exception, this request cannot be processed. GCIC fee will not be refunded.)

Prosecuting Attorney/Court Case Referred To: _______________________

Official Completing Form:

Title: _______________________________

Name: _____________________________ Telephone Number: _______________

Signature: __________________________ Email: __________________________
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...”

Date Request Received: ____________________________________________

Judicial Circuit / County: __________________________________________

Prosecuting Agency ORI Number: GA

District Attorney / Solicitor General: ________________________________

Prosecutor Assigned to Case: _______________________________________

Case / Citation / Docket Number: ________________________________

Please select one of the following actions:

_____ Expungement Meets Statutory Requirements

_____ No Information Available; Expungement Forwarded Without Objection

_____ No Information Available at Prosecutor’s Office; Returned to Arresting Agency for Further Research. DO NOT FORWARD EXPUNGEMENT FORM TO GCIC.

_____ Expungement Does Not Meet All Statutory Requirements

DO NOT FORWARD EXPUNGEMENT FORM TO GCIC.

If additional Charges from same Arrest Date, other than those identified on Page 2, are also approved for expungement, list the Arrest Charge Tracking Number(s) and Charges in Prosecutor Comments.

Prosecutor Comments: ____________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

Prosecutor Completing Form:

Name: __________________________ Telephone Number: ____________

Signature: __________________________ Email: ______________________