

TUOLUMNE COUNTY PROBATION DEPARTMENT
RECORD SEALING PROCEDURES

TO QUALIFY TO HAVE YOUR RECORD SEALED, THE FOLLOWING CRITERIA MUST BE MET:

- A. Be at least 18 years old and not currently on Probation (Adult or Juvenile) OR see Section B.

Note: If the Court found you committed an offense listed in Section 707(b) of the Welfare and Institutions Code after you turned 14 years of age, you may not apply to have your Record Sealed. If you are in doubt as to whether your offense was a 707(b) offense, please call 209-536-6700 for assistance.

Note: The Court generally looks for an arrest free record for a period of time after your case was dismissed or closed to satisfy this requirement.

- B. You cannot have any outstanding law violations or warrants as an adult or juvenile. All previous fines or restitution as a juvenile or adult must be paid in full. This includes traffic fines. NOTE: If you are currently awaiting Court as an adult or you are currently on Adult Probation, you are not eligible for juvenile Record Sealing until you complete your Probation term.
- C. You cannot be currently involved in any civil litigation and you cannot be pending any civil litigation arising from any of the offenses, which you are attempting to have sealed.
- D. Convictions as an adult, for any felony or for a misdemeanor involving moral turpitude, will result in your Petition for Record Sealing being denied by the Juvenile Court. MORAL TURPITUDE: Crimes such as theft, false information to a police officer, etc.
- E. TRAFFIC RECORDS: Traffic records may be sealed, however, insurance companies, by law, are given access to traffic (DMV) records for the purpose of determining eligibility for auto insurance, and/or setting insurance rates (Sec. 781 of the Welfare and Institutions Code).
- F. The Tuolumne County Court cannot seal the records of the Juvenile Court in any other State. We suggest you apply directly to that State for Record Sealing if you have an Out-Of-State record.

NOTE: You must apply in the County that last had jurisdiction of your case, the County in which Wardship was dismissed.

RECORD SEALING PROCEDURE:

1. The cost for Record Sealing is \$150.00, payable through the Tuolumne County Office of Revenue Recovery (209-533-5920). Read the above requirements and make sure you have nothing outstanding or pending as this could cause your Petition to Seal your record to be denied and you will forfeit the \$150.00 application fee.
2. Complete the application to the best of your knowledge. We are mainly concerned with the name of the police agencies that arrested or cited you. Once your record is ordered sealed, orders are sent to agencies listed, directing them to also seal their records. Be as accurate as possible. Please include all traffic and delinquent law violations in the area provided. ONCE YOUR RECORD IS SEALED, YOU WILL NO LONGER HAVE A RECORD.

RETURNING THE COMPLETED APPLICATION:

IN PERSON:

You may return your completed application to the Probation Department, at the address noted below:

Tuolumne County Probation Department-Juvenile Division
12784 Justice Center Drive
Sonora, CA 95370

You must include a copy of your receipt from the Tuolumne County Office of Revenue Recovery confirming your payment of the required application fee.

You may request the Record Sealing application be mailed to you by calling 209-533-7500, and asking for the Officer of the Day. However, at this time all applications for Record Sealing must be returned in person; applications are only accepted by mail where extenuating circumstances exist.

If you have any questions regarding an application, call: 209-536-6700, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., and ask for the Officer of the Day.

RESULTS OF REQUESTS:

After submitting your application and Petition, you are strongly encouraged to appear in Court when directed to do so. The process is done by a Deputy Probation Officer and submitted to the Judge of the Juvenile Court who then grants or denies the Petition.

Generally, the process takes ninety days to six months because of the investigative process required for the completion of your request for Record Sealing. You will receive a copy of the Sealing Order signed by the Judge if your Petition is granted, or a copy of the Order for Denial if the Judge denies your Petition. If your Petition is denied, you will not receive a refund of your application fee.

**Juvenile Record Sealing Application
Tuolumne County Probation Department
12784 Justice Center Drive
Sonora, CA 95370**

Date: _____

Please print full name and aliases clearly and accurately, as this will be used in processing and completing your Record Sealing.

Name: _____
Last First Middle Maiden or Aliases

Current Address: _____

Date of Birth: _____ Age: _____ Birthplace: _____
City and State

Telephone No's: _____
Home # (include area code) Work # (include area code)

Sex: _____ Race: _____ Height: _____ Eyes: _____ Hair: _____

Social Security No: _____ Driver's License No: _____ Scars/Marks/Tattoos(describe) _____

Juvenile Record:

A. Were you on Probation or did you meet with a Deputy Probation Officer of this Department? Yes No
(Date your case was dismissed) _____

B. Were you ever booked into a County Jail and/or a Juvenile Hall when you were a juvenile? Yes No
(If yes, when, where, why) _____

C. List below all police agencies that cited or arrested you as a juvenile (before your 18th birthday); include all traffic citations. If you cannot remember specific dates, approximate the dates and offenses, but accurately list the police department in the city/town where the incident took place. (We cannot seal police records if we do not know where they exist).

Delinquent (Criminal) Violations:

Police Dept.	Juvenile Hall/Citation	Offense/Charge	Month/Yr	Action Taken
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

Traffic Violations:

Police Dept.	Offense/Charge	Month/Yr	Action Taken
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

(Attach additional sheet if necessary)

Adult Record:

Have you been arrested or cited since your 18th birthday? If Yes, complete the following and include all criminal and traffic arrests and citations received in the State of California and/or elsewhere in the United States.

Police Dept.	Offense/Charge	Month/Yr	Sentence
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Education, Military Service, and Employment History may help demonstrate that rehabilitation has been attained. Therefore, please complete the following sections as they apply to you.

Education:

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

GED: Yes No: Name of School _____

H.S. Diploma: Yes No: Name of School _____

College(s)/University(s): Name(s) _____

From: _____ To: _____ ; Degree _____

From: _____ To: _____ ; Degree _____

Special Training/Trade School(s): Name(s) _____

Military Service: Yes No: Branch of Service _____

Type of Discharge _____ Date of Discharge _____

Employment: Begin with Current or Most recent Employment;

1) Name of Employer _____

Address: _____ Phone: _____

Dates Employed: From: _____ To: _____

Job Title & Description: _____

2) Name of Employer _____

Address: _____ Phone: _____

Dates Employed: From: _____ To: _____

Job Title & Description: _____

3) Name of Employer _____

Address: _____ Phone: _____

Dates Employed: From: _____ To: _____

Job Title & Description: _____