

EXPUNCTION INSTRUCTIONS

Note: *We cannot begin the expunction process until all items (listed below) are received. Documents may be mailed or hand-delivered.*

1. Complete Expunction Worksheet

Mark "unknown" for questions to which you do not know the answer.

2. Purchase your Official Criminal History Record and Fingerprint Card

Your record may be obtained from the Texas Department of Public Safety:

In-person

108 Denson Dr. Austin, TX 78752.

-The assisting representative will take your fingerprints for identification purposes. As of April 2014, the fee for this service, including fingerprints, is \$24.95.

Online

Visit <https://records.txdps.state.tx.us/DpsWebsite/CriminalHistory>

-The fee for the online service is \$3.58 per name searched. However, you may still need to obtain a fingerprint card in person.

-If you do not have a statewide criminal record, the representative will return your fingerprint card and a simple printout indicating that no records exist in your name. This is common for offenses that did not result in an arrest.

3. Obtain Certified Copies of your Court Record

These may be obtained from the County Clerk in the county where your case took place. If your case took place in a municipal court or justice of the peace, contact the court directly.

Ask the clerk assisting you for a copy of your court file. If your case is more than a few months old, your file may be in storage and it will take a few days to obtain.

Once you have your court file, check to be sure that it contains an "Order of Dismissal." If an order is not included in the provided paperwork, tell the clerk that you need one and ask them to request one from the judge. *We need a copy (does not have to be certified) of the entire court file, including the Order of Dismissal.*

4. Filing Fee and Notification Costs

The filing fee in Hays County is \$302 plus \$13.40 for each agency to be notified. Please note that filing and notification costs vary by county.

5. Timeline for Expunction

Many jurisdictions will not allow an expunction before the statute of limitations has run (for misdemeanors this is two years), although some will consider an expunction after six months if the DA's office gives their approval. If you went to trial and were found not guilty, an expunction can be sought immediately. You can also apply for an expunction if you were pardoned by the governor. You cannot have a hearing on your expunction for at least 30 days from the date of filing. Six weeks is a more typical timeframe to get a court date.

EXPUNCTION WORKSHEET
(for arrests or tickets)

Note: Please be clear and specific, the lack of information or clarity may delay the process.

Name: _____ Date: _____
(first) (middle) (last)

Current Address: _____ Email: _____
(Street/P.O. Box, City, State, Zip)

Social Security #: _____ Driver's License # & State: _____

Phone #: _____ Birthdate: _____

Circle one:
Gender: Male Female Race: _____

Offense Charged: _____

Check one:
Level of Offense: Misdemeanor, Class A B C Felony, State Jail 3rd 2nd 1st

Date of Offense: _____ Date of Arrest or Ticket: _____

Arresting/Ticketing Law Enforcement Agency & Address: _____

City/County Where Charged: _____

If you were jailed, where were you jailed? _____

Your Address at Time of Arrest/Ticket: _____
(Street/P.O. Box, City, State, Zip)

Case/Cause #: _____ Presiding Court: _____

Date Case was Dismissed: _____ Pre-trial Diversion/Intervention: Yes No

Did the arrest/ticket/charge occur on the Texas State University campus? Yes No

Name of Magistrate who set bail at the jail & address (you may have to call the jail to find this information if there was an arrest): _____

Name of Bonding Company & Address (if any): _____

Did you have an attorney? Yes No If yes, who? _____

Have you ever been convicted of a felony? Yes No

Did you meet with Student Justice (Dean of Students) regarding this charge? Yes No

As part of this charge, were you required to perform community service? Yes No

If yes, please list the name(s) and addresses(es) of each organization you performed community service for:

Organization	Address
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Organization	Address
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As part of this charge, were you required to take any sort of class (e.x. Alcohol Awareness, Nature of Marijuana, Theft, etc.)? Yes No

If yes, please list the name(s) and addresses(es) of each organization you took the class with:

Organization	Address
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Organization	Address
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ADDITIONAL CHARGES

If you were charged with ANY other offense(s) at the time of your ticket/arrest, REGARDLESS of whether the charges were later dropped, please list below:

Charge	Level	Cause No. (if any)	Result
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Charge	Level	Cause No. (if any)	Result
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For additional information about an arrest (in Hays County), please go to <http://public.co.hays.tx.us/default.aspx> and look at **both** Criminal Case Records and Jail Records. This will show you what is online in Hays County and what needs to be expunged.