

EXPUNGEMENT PACKET

STEP 1

Criminal Expungement Process

1. Fill out and print form SP 4-170.
2. Mail it to the Central Repository address as listed on the form, along with the following:
 - Certified check or money order in the amount of \$~~220~~ payable to: *Commonwealth of Pennsylvania*;
 - Copy of government issued photo ID for subject;
 - Legal affidavit or letter of representation (if applicable).
3. You will receive your full arrest record via mail from the Central Repository. After receiving your record, you may then follow up with the Clerk of Courts in the county where your arrest took place for further instructions on how to proceed with petitioning the court for expungement.
4. After the Pennsylvania State Police receives the court order for expungement from the Clerk of Courts signed by a Commonwealth Court judge, the record will be expunged.

**PENNSYLVANIA STATE POLICE
REQUEST FOR INDIVIDUAL ACCESS AND REVIEW
NOT FOR EMPLOYMENT PURPOSES**

This form is to be completed in ink by the requester – (information will be mailed to the requester only). If this form is not legible or not properly completed, it will be returned unprocessed to the requester. A response may take three months or longer.

REQUESTER NAME	
ADDRESS	
CITY/STATE/ ZIP CODE	
TELEPHONE NO. (AREA CODE)	

FOR CENTRAL REPOSITORY USE ONLY CONTROL NUMBER
AFTER COMPLETION MAIL TO: PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY – RCPU 1800 ELMERTON AVENUE HARRISBURG, PA 17110-9758
ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$20.00, PAYABLE TO: “COMMONWEALTH OF PENNSYLVANIA” THE FEE IS NONREFUNDABLE DO NOT SEND CASH OR PERSONAL CHECK

(FIRST)	(MIDDLE)	(LAST)		
MAIDEN NAME AND/OR ALIASES	SOCIAL SECURITY NUMBER	DATE OF BIRTH (MM/DD/YYYY)	SEX	RACE

The Pennsylvania State Police response will be based on the comparison of the data provided by the requester against the information contained in the files of the Pennsylvania State Police Central Repository only. Questions concerning the expungement process must be directed to the court of jurisdiction.

Questions? Visit <https://epatch.state.pa.us> or call 1-888-QUERYPA (1-888-783-7972), option 2

ACCESS & REVIEW - NOT FOR EMPLOYMENT PURPOSES - AVAILABLE ONLY TO SUBJECT OF RECORD OR LEGAL REPRESENTATIVE.

MUST BE MAILED TO THE CENTRAL REPOSITORY WITH THE FOLLOWING:

- COPY OF GOVERNMENT ISSUED PHOTO ID FOR SUBJECT.
- LEGAL AFFIDAVIT OR LETTER OF REPRESENTATION (IF APPLICABLE).
- CERTIFIED CHECK OR MONEY ORDER IN THE AMOUNT OF \$20.00.

WARNING: 18 Pa.C.S. 4904(b) UNDER PENALTY OF LAW - MISIDENTIFICATION OR FALSE STATEMENTS OF IDENTITY TO OBTAIN CRIMINAL HISTORY INFORMATION OF ANOTHER IS PUNISHABLE AS AUTHORIZED BY LAW.

STEP 2

**(PLEASE INCLUDE CASH
OR MONEY ORDER
PAYABLE TO “CLERK OF
COURTS” FOR \$132.00)**

In the Court of Common Pleas
 County of _____
 _____ Judicial District



Commonwealth of Pennsylvania
 v

Docket No: CP- - - -20

Petition for Expungement Pursuant to Pa.R.Crim.P. 790

AND NOW, the petitioner avers the following and requests that this petition for expungement pursuant to Pa.R.Crim.P. 790 be granted for the reasons set forth below.

PETITIONER INFORMATION						
Full Name:		DOB:		Social Security Number:		
Address:		Alias(es):				
CASE INFORMATION						
List name, address of the Judge of the Court of Common Pleas or Philadelphia Municipal Court who accepted the guilty plea or heard the case:						
Judge:			Address:			
Philadelphia Municipal Court or Court of Common Pleas Docket Number:			Offense Tracking Number (OTN):			
Name of Arresting Agency:			Date of Arrest:		Date on Complaint:	
List name and mailing address of the affiant as shown on the complaint, if available:						
Name of Affiant:			Address:			
List specific charges, as they appear on the charging document, to be expunged and the disposition of each charge (please attach additional sheet(s) of paper if necessary):						
PA Statute (Title)	Section	Subsection	Statute Description	Counts	Grade	Disposition
If the sentence imposed included a fine, costs or restitution, has the amount due been paid?						<input type="checkbox"/> Yes <input type="checkbox"/> No
List the reason(s) for the expungement (please attach additional sheet(s) of paper if necessary):						
<input type="checkbox"/> I have attached a copy of my Pennsylvania State Police Criminal History which I have obtained within 60 days before filing this petition.						
<input type="checkbox"/> I have not attached a copy of my Pennsylvania State Police Criminal History. State reason(s) below:						

When this petition is filed with the Clerk of Courts, the petitioner shall serve a copy upon the attorney for the Commonwealth.

I, the undersigned petitioner, avers that the facts set forth in this petition are true and correct to the best of my personal knowledge or information and belief, and are made subject to the penalties of unsworn falsification to authorities under 18 Pa.C.S § 4904.

 Signature of Petitioner

 Date

Pursuant to Pa.R.Crim.P. 790, the following information is provided:

1. Petitioner Name:
2. Alias(es):
3. Petitioner's Address:
4. Petitioner's Date of Birth: / /
5. Petitioner's Social Security Number: - -
6. Name and address of the judge of the Court of Common Pleas or Philadelphia Municipal Court who accepted the guilty plea or heard the case:

7. Name and mailing address of the affiant as shown on the complaint, if available:

8. Docket Number:
9. Offense Tracking Number (OTN):
10. The date on the complaint, or the date of arrest, and if available, the criminal justice agency that made the arrest:

11. The specific charges, as they appear on the charging document, to be expunged and applicable dispositions (attach additional sheets if needed):

12. If the sentence includes a fine, costs, or restitution, whether the amount due has been paid:

13. The reason for expungement:

14. The criminal justice agencies upon which certified copies of the order shall be served: