

INSTRUCTIONS FOR A PETITION TO SEAL

1. Complete the Petition to Seal, the Notice and the Order to Seal.
2. Make six (6) copies of the Petition to Seal, six (6) copies of the Notice of Motion and six (6) copies of the Order to Seal.
3. File the original Petition, Notice and Order with the Clerk of the Circuit Court. There is a \$60.00 filing fee to do so plus \$4.00 for each certified copy (you will need at least 3 certified copies). (No Personal Checks Accepted.) You will need an additional \$60.00 certified check or money order made payable to the Department of the State Police at the time of filing. The State Police will not seal your record without this fee.
4. Have the following names and addresses available for the clerk at the time of filing:
 - a. the State's Attorney or Village Prosecutor
 - b. the Illinois State Police, Bureau of Identification, 260 N. Chicago Street, Joliet, Illinois 60431-1342
 - c. the Arresting Authority
5. Once you have filed your petition, the State has 60 days to file any objections.
6. Should the petition be granted, your money order or cashier's check to the Illinois State Police will be forwarded to the Illinois State Police by the Circuit Clerk's Office along with a certified copy of the order. Should the petition be denied, the order and the money order or cashier's check for the State Police will be returned to you by mail.