

Information for Sealing or Expunging a Record

The Pasco County Clerk & Comptroller is providing this following information to assist navigation through the process of requesting a criminal history record be sealed or expunged. If you have any questions about the laws and rules, it is recommended that you seek the advice of an attorney. If you do not have an attorney, you may contact the [West Pasco County Bar Association](#) lawyer referral services.

The laws and rules which govern expunction or sealing of criminal history record(s) include: sections [943.0583-Human trafficking victim expunction](#), [943.0585-Court-ordered expunction of criminal history records](#), [943.059-Court-ordered sealing of criminal history records](#), Florida Statutes, and [Chapter 11C-7, Florida Administrative Code](#).

For complete instructions and to determine eligibility to have your case record sealed or expunged, you will first need to obtain seal/expunge packet by visiting the [Florida Department of Law Enforcement](#).

The seal/expunge packet consists of an application for certification of eligibility and a fingerprints for application for certification of eligibility card that will need to be completed. You must be fingerprinted by authorized law enforcement personnel or a criminal justice agency.

You will also need a certified copy of the final disposition of your case. You may contact the Clerk's office at (727) 847-2411 extension 2200 or via email at www.pascoclerk.com for further information on how to obtain copies. Copies are \$1.00 per page and \$2.00 per certification.

Submit your completed application, fingerprint card, and certified copies with a money order or cashier's check in the amount of \$75.00 to the Florida Department of Law Enforcement to the address provided in the application.

If you are eligible to have your case record sealed or expunged, the FDLE will mail the certificate of eligibility to you. Once you receive the Certificate of Eligibility, you must provide it to the court with a petition, affidavit, and proposed order to seal or expunge. These documents can be obtained in the Law Library located at one of the courthouses listed below:

West Pasco Judicial Center
7530 Little Road
New Port Richey, FL 34654

Robert D. Sumner Judicial Center
38053 Live Oak Avenue
Dade City, FL 33523

When you file your petition to seal or expunge with the Clerk & Comptroller's Office, you must pay a filing fee in the amount of \$42.00 per record. Additional costs may be assessed for extra copies or certifications.

After you file the petition with the Clerk & Comptroller, you may want to contact the judicial assistant to schedule a hearing. After the judge reviews the petition, the court will provide the petitioner with a copy of the signed order granting or denying the petition to seal or expunge the case record(s).

Once the court provides the signed order granting the petition to seal or expunge the case record(s) to the Clerk & Comptroller's Office, the clerk will remove all information of the case(s) from the record. The clerk will also forward certified copies of the order to the state attorney, the arresting agency, and any other agency which has received the criminal history record from the court.