

I.C. 35-38-9 – Indiana Expungement Procedure

• Records to be obtained before meeting with your attorney:

1. _____ **Indiana State Police Limited Criminal History report.**

- a. You will need to obtain a “review challenge” criminal history report that will match Indiana arrest records based upon your fingerprint.
 - Theoretically, this will pull all arrest records from all 92 counties that match your fingerprint. In reality, however, there is chance that arrest records from some counties will be missed, particularly if they are very old.
- b. You will need to make an appointment to have your fingerprints taken electronically. Information on locations and appointment scheduling can be found by googling “FAQ Indiana inkless fingerprinting” or via the following link:
http://www.in.gov/isp/files/FAQ_isp_inkless.pdf

2. _____ **Limited Criminal History report from each Indiana county where you have lived or might have been arrested.**

- A Limited Criminal History report can usually be obtained from the Sheriff’s Department of that county, but because procedures vary from county to county, we recommend calling ahead.
- If you have had multiple arrests and/or convictions in Indiana, this step is necessary to ensure that you have a complete list of all convictions that must be addressed in your expungement convictions. Any Indiana arrest/conviction records that do not appear on the “review challenge” criminal history report from the Indiana State Police **should** show up on county criminal history reports.

3. _____ **copy of Indiana BMV Official Driver’s Record.**

- While it is no longer necessary to attach a copy of your Official Driver’s Record to your expungement petition, this record will help your attorney determine whether there are records in possession of the Indiana BMV that need to be expunged.

4. _____ **For each criminal case that resulted in a conviction or juvenile adjudication, copies of the following documents from the Court's file:**

- a. Chronological Case Summary (CCS) (obtained from the county clerk or trial court clerk)
- b. Charging Information
- c. Probable Cause Affidavit
- d. Plea Agreement (if applicable)
- e. Judgment of Conviction/Abstract of Judgment
- f. Sentencing Minutes
- g. Probation discharge report (if applicable and available)
- h. Parole discharge report (if applicable and available)

- Copies of these records can be obtain from the Clerk of the Circuit Court in the county where the conviction occurred.

5. _____ **List of all addresses where you have lived since the date of commission of your first offense.** (This may be compiled by you, but must be consistent with all addresses listed in your Indiana BMV Official Driver’s Record).

6. _____ **If you have resided outside of Indiana:**

- a. _____ A state police criminal history report from every state where you have lived since the commission of your first offense.
- b. _____ A state driving record for every state where you have lived since the commission of you first offense.