

Instructions for Obtaining Your Expungement Records

1. Complete Parts A and B of this form and deliver it in person during regular business hours to the Superior Court Criminal Division in the county where your expungement was granted. A directory of these offices is available at: njcourts.gov.
2. When submitting your request you must present one form of government issued photo identification and another form of identification to verify that you are the subject of the records requested.
3. If your request is complete and court staff believe your request is appropriate they will ask a judge to sign an order authorizing release of the documents requested. Only a judge can order release of the documents.
4. In most instances a court hearing is not necessary. However, if there are any concerns about your request or identification presented you may be asked to appear before a judge before a determination on your request is made.

Defendants Requesting Copies of Their Own Expungement Records

Part A: Requestor Identification

Last Name		Middle Initial	First Name
Defendant Date of Birth	Defendant Social Security #		Indictment/Accusation/Complaint #
Address			Daytime Telephone (Include area code) ext.
City	State	Zip Code	Email (optional)
Signature			Date

Part B: Information Requested

- Copy of Expungement Order
- Copy of Expungement Petition
- Other (Describe) _____
- Certified or Exemplified Copies (extra charge) Yes No

JUDICIARY USE ONLY

Form of government issued identification presented

1. _____ 2. _____

Signature of Court staff person

Date