



# El Dorado County Probation Department

*Safe Communities Through Changed Lives*

Kaci L. Smith  
Interim Chief Probation Officer

## **JUVENILE RECORD SEAL**

### **PROCEDURES AND INSTRUCTIONS TO APPLICANT**

Dear Applicant:

You may apply for the sealing of your juvenile record if you meet the eligibility requirements stated in Section 781 of the Welfare & Institutions Code.

#### **ELIGIBILITY REQUIREMENTS**

- You must have attained the age of 18, or five years must have elapsed since your last juvenile arrest/citation.
- You must not have been convicted as an adult of a felony offense.
- You must not have been convicted as an adult of a misdemeanor offense involving moral turpitude. (Moral turpitude is a legal term describing an act which is a gross violation of standards of moral conduct. It commonly includes crimes of violence, theft, perjury, sex and drugs.)
- Rehabilitation must have been attained to the satisfaction of the Court
- If you were a former ward of the Juvenile Court, application for having your record sealed must be made in the county where your wardship was last terminated.

Upon receiving your application to seal your juvenile records, the Probation Department will conduct an investigation. If you meet the eligibility requirements above, the Probation Officer will prepare a petition and report to the Court, including a recommendation to the Court supporting or opposing the requested juvenile record seal.

**THE PROBATION DEPARTMENT MAY NOT RECOMMEND THE COURT GRANT YOUR RECORD SEAL REQUEST IF:**

- You are currently on probation or parole.
- You have outstanding warrants or pending Court appearances for any criminal matters.

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**South Lake Tahoe Office**  
1360 Johnson Blvd., Ste 102  
South Lake Tahoe, CA 96150  
(530) 573-3083

**Shingle Springs Office**  
3974 Durock Rd., Ste 205  
Shingle Springs, CA 95682  
(530) 621-5625

**Juvenile Treatment Center**  
1041 Al Tahoe Blvd.  
South Lake Tahoe, CA 96150  
(530) 573-7990

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- The Juvenile Court terminated your probation as “unsuccessful” or “unsatisfactory.”
- Other reasons on a case-by-case basis.

### BENEFITS OF SEALING YOUR JUVENILE RECORD

All records and reports held by the police and sheriff agencies, the Court, District Attorney, Probation Department, and all agencies listed on the Court Order will be sealed. This means these agencies must physically seal the record and respond to any request for information that they have no record. Pursuant to California state law, once the Court has ordered your record sealed, all proceedings in the case are deemed never to have occurred, and you may reply accordingly to any inquiry about the events.

Please note: Pursuant to Section 781(c) of the California Welfare and Institutions Code, juvenile records held by the Department of Motor Vehicles pertaining to violations of the Vehicle Code cannot be sealed.

### RECORD SEAL PROCESS

1. Obtain a “Record Seal Application.” You can do this in person at either of the Probation Department offices, or in the “Forms” section of the Probation Department website: <http://www.edcgov.us/Probation>
2. Complete and sign the Record Seal Application and return it to the appropriate Probation Department office.
3. The Probation Officer will conduct an investigation to verify if you are eligible to have your juvenile record sealed. This investigation may take approximately 90 days. If it does not appear you meet the legal requirements to have your record sealed, you will be notified by mail. If it appears you are legally eligible to have your record sealed, the Probation Officer will prepare and file a petition with the Court, including a recommendation for or against your request to have your record sealed.
4. A Juvenile Court Hearing will be set for the Court to determine if your record seal request should be granted or denied. You will receive notice of the hearing and a copy of the petition approximately 2 weeks before the hearing. You have every right to attend the hearing, but you are not required to attend the hearing.
5. After the hearing, a copy of the Court Order granting or denying your request will be sent to you.
6. If the your record seal request is granted, a copy of the Court Order will be sent to each agency and official named in the petition ordering them to seal whatever record they may have in their possession, and directing them to advise the Court of compliance with the order.

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## EL DORADO COUNTY PROBATION DEPARTMENT REQUEST FOR JUVENILE RECORD SEAL

FULL NAME: \_\_\_\_\_ ALIAS(ES): \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_ AGE: \_\_\_\_\_ SEX: \_\_\_\_\_ BIRTHPLACE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELE. #: CELL: ( ) \_\_\_\_\_ Work or Other Daytime: ( ) \_\_\_\_\_

SOC. SEC. #: \_\_\_\_\_ DL #: \_\_\_\_\_ STATE:  CA  Other: \_\_\_\_\_

PARENT(S) NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY / STATE / ZIP: \_\_\_\_\_ TELE. #: ( ) \_\_\_\_\_

### LIST YOUR JUVENILE RECORD

List all juvenile arrests or citations. Use back of form or extra paper if necessary.

DATE	AGENCY	OFFENSE(S)	DISPOSITION

Date of discharge / termination of probation: \_\_\_\_\_

Have you been arrested / convicted as an adult?  No  Yes (  Misdemeanor/  Felony)

Are you currently on probation or parole?  No  Yes

Are you currently pending Court action for any offense?  No  Yes

If yes, which Court? \_\_\_\_\_

Case Number: \_\_\_\_\_

I request the Probation Officer of El Dorado County petition the Juvenile Court to seal my juvenile record(s) in accordance with Section 781 of the California Welfare and Institutions Code. I have received a copy of the "Juvenile Record Seal-Procedures and Instructions to Applicant" and I have read the information and meet the eligibility requirements to have my juvenile record(s) sealed. I declare all information provided by me above is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date