



INFORMATION FOR JUVENILE RECORD SEALING APPLICANTS

YOU MUST APPLY IN THE COUNTY WHERE WARDSHIP WAS LAST TERMINATED OR THE COUNTY WHERE THE OFFENSE OCCURRED, ONLY IF YOU WERE NEVER PLACED ON PROBATION.

ELIGIBILITY REQUIREMENTS (Pursuant to W&I 781):

HAS BEEN ON PROBATION AND PROBATION WAS TERMINATED IN SAN BERNARDINO COUNTY	HAS <u>NOT</u> BEEN ON PROBATION
1) You have reached the age of 18 years, <u>AND</u>	1) No Juvenile Court Petition filed 5 years or more after you were cited to appear: a) before a Probation Officer <u>OR</u> b) were taken before a Probation Officer pursuant to Section 626 <u>OR</u> c) were taken before any officer or a law enforcement agency <u>OR</u> d) at any time after you reached the age of 18 years <u>AND</u>
2) There is no true findings of a felony after the age of 14 for an offense described under the Welfare and Institution Code 707(b) <u>AND</u>	2) There is no true findings of a felony after the age of 14 for an offense described under the Welfare and Institution Code 707(b) <u>AND</u>
3) There is no conviction of any misdemeanor involving moral turpitude <u>OR</u> any felony convictions in adult court, unless the conviction has been set aside pursuant to Penal Code Section 1203.4 <u>AND</u>	3) There is no conviction of any misdemeanor involving moral turpitude <u>OR</u> any felony convictions in adult court, unless the conviction has been set aside pursuant to Penal Code Section 1203.4 <u>AND</u>
4) Rehabilitation has been attained to the satisfaction of the court (not currently on Supervised Probation) <u>AND</u>	4) Rehabilitation has been attained to the satisfaction of the court (not currently on Supervised Probation) <u>AND</u>
5) There is no current pending civil litigation directly relating to, or arising from, the criminal act that caused records to be created.	5) There is no current pending civil litigation directly relating to, or arising from, the criminal act that caused records to be created.

(3) REQUIRED DOCUMENTS – (OBTAIN FROM JUVENILE LEGAL-address below)

1. **JUVENILE RECORD SEALING APPLICATION**

2. **ELIGIBILITY CHECKLIST**

3. **REQUEST FOR TRAFFIC RECORD SEALING**

COSTS – Two (2) separate payments

\$85.00 payable to: Probation Department – (909) 383-2924
150 West 5th Street
San Bernardino, California 92415-0465
Hours: 9:00 a.m. – 5:00 p.m.

The \$85.00 fee is **non-refundable**. If you completed the Youth Accountability Board, this fee will be waived.

AND

\$25.00 payable to: Juvenile Traffic Court – (909) 269-8840
900 E. Gilbert Street
San Bernardino, California 92415-0430
Hours: Monday thru Friday, 9:00 a.m. – 12:00 p.m. & 1:00 – 4:00 p.m.

Payments must be made by money order or cashiers check only **PERSONAL CHECKS WILL NOT BE ACCEPTED**. (Authorized by Welfare & Institutions Code 903.3.)

Applicants with juvenile traffic records who are sealing their records for insurance purposes should be aware that the Department of Motor Vehicles will seal their traffic record with the exception to insurance companies which have been issued requester code numbers by the Department of Motor Vehicles.

PROBATION DEPARTMENT PROCESS

(Approximately 3 to 6 months)

Pre-Court:

- Upon receipt of all necessary documents, the Probation Department will conduct an investigation to determine eligibility. The department will petition the Court to seal all records. The applicant will then receive a Notice of Juvenile Court Hearing on Petition to Seal Records by mail. This is a Non-Appearance Review Hearing. You **do not need to appear** for the hearing.

Post Court:

- After the Judge has approved the sealing and signed the Order to Seal Records, the Court will send a copy of the signed Order and a letter of explanation to you. (Information 909-269-8840)
- After all agencies named in your record have complied with the **Order to Seal Records**, it is as if your record never existed and you may legally reply accordingly.

The required documents and fees must be submitted **by mail or in person** to:

**San Bernardino County Probation Department
Record Sealing/Juvenile Legal Division
150 West Fifth Street
San Bernardino, CA 92415**

***For questions regarding the record sealing process, please contact:
San Bernardino County Probation
Record Sealing Coordinator (909) 383-2923***