

INSTRUCTIONS FOR “APPLICATION FOR SEALING OF RECORDS – (R.C. 2953.32/2953.52)”

There is a one-time \$50.00 filing fee for any number guilty convictions or a bail forfeitures (*paid when filing application, NO checks of any kind*)

Make money orders payable to “Franklin County Municipal Court”

There is NO filing fee if your case was dismissed

1. An **Application for Sealing of Record** is required in **all instances**. You must complete the application completely and accurately.
2. An **Applicant Information Worksheet** is required if you were **convicted** of a Misdemeanor of the 1st, 2nd, 3rd or 4th Degree only.
3. Mail your application to the Clerk’s office or file in person. The Expungement Department hours are Monday through Friday, 8:00 AM to 3:00 PM. The mailing address is:

**FRANKLIN COUNTY MUNICIPAL COURT CLERK
ATTN: EXPUNGEMENTS
375 S HIGH ST FL 2
COLUMBUS OH 43215
(614) 645-1706**

**** NO APPLICATIONS ARE ACCEPTED IN PERSON AT THIS TIME , APPLICATION CAN BE SUBMITTED VIA MAIL ****

4. Upon receipt of the appropriate documents and payment where necessary, we will process your application and you will receive a notice in the mail with a hearing date.
5. **THERE WILL BE A MANDATORY HEARING DATE, AND YOUR ABSENCE COULD RESULT IN YOUR EXPUNGEMENT BEING DENIED**

For additional assistance with completing your application and any questions regarding eligibility, please visit the Self Help Resource Center:

**375 S HIGH ST 6TH FLOOR
COLUMBUS OH 43215
WALK-IN HOURS ONLY, MONDAY THROUGH FRIDAY 9 AM TO 3 PM**

Please note that the Clerk’s office is unable to assist you in the application process or answer any questions regarding eligibility.