

Using This Revisable PDF Form

1. Copies

- a. Original – to court.
- b. Copy – arrange to have a copy served on the Commonwealth’s Attorney in the county or city in which the petition is filed.

2. Preparation details

- a. The petition can only be filed by person who was charged with the offense that was ordered to be expunged (petitioner) or an attorney representing such person.
- b. Please provide all requested information, to the extent known.
- c. This petition should be filed in the court which ordered the record expunged.
- d. Element number 13 is for court use only. This portion should be blank when the petitioner or counsel files the form with the court.

Data Elements

1. Court case number. Completed by clerk.
2. City or county of court. Check box indicating court type.
3. Street address of court.
4. Name of petitioner (person whose record was expunged).
5. Case number(s) associated with the expungement.
6. Date that the court entered the order of expungement.
7. Any additional information about the expungement, if known. This information may help identify the record you wish to access if no case number or date of expungement order is provided.
8. Date of signature.
9. Signature of petitioner or attorney for petitioner. Check box indicating whether the petitioner or attorney for petitioner is signing the form.
10. Printed name of petitioner or attorney signing form. Check applicable box.
11. Address of petitioner or attorney signing form. Check applicable box.
12. Telephone number of petitioner or attorney signing form. Check applicable box.
13. This section is completed by the court and should not be filled out by the petitioner or attorney for petitioner.

**PETITION AND ORDER TO
ACCESS EXPUNGED RECORD**

Commonwealth of Virginia VA. CODE § 19.2-392.3

Case No. **1**

2
CITY OR COUNTY ☐ Circuit Court ☐ General District Court
☐ Juvenile & Domestic Relations District Court

3
STREET ADDRESS OF COURT

4 v. Commonwealth of Virginia
NAME OF PETITIONER

The undersigned petitioner requests the court permit the petitioner and their counsel, if applicable, to review or copy the following expunged court or police record(s):

Expungement case number(s): **5**

Date of final expungement order: **6**

Additional information regarding expungement case: **7**
.....
.....

I certify that I am the individual, or counsel for the individual, who was charged with the offense that was ordered to be expunged. I verify under penalty of perjury that the foregoing is true and correct.

8
DATE

9
SIGNATURE OF ☐ PETITIONER ☐ ATTORNEY FOR PETITIONER

10
PRINT NAME

11
ADDRESS OF ☐ PETITIONER ☐ ATTORNEY FOR PETITIONER

12
TELEPHONE NUMBER OF ☐ PETITIONER ☐ ATTORNEY FOR PETITIONER

ORDER

- 13** { ☐ The court GRANTS the petition. Petitioner, and their counsel if applicable, shall be permitted to review or copy the expunged court or police record(s) listed below. No agency or entity shall be required to allow the petitioner or their counsel to review or copy the expunged court or police record if such record has been destroyed.
.....
☐ The court DENIES the petition,
☐ as the person requesting to access the record(s) is not the person who was charged with the offense ordered to be expunged.
☐
.....
DATE JUDGE