

GUIDE FOR SEALING VIRGINIA CRIMINAL RECORDS PURSUANT TO VA. CODE § 19.2-392.12

This guide is only for sealing criminal records pursuant to Virginia Code § 19.2-392.12 using court forms CC-1201 and CC-1201(A). This guide includes an overview of the process with step-by-step instructions for filling out the necessary court forms and examples of the completed forms. If you have questions about sealing after using this guide, review the additional sealing information listed on pages 13 and 14 and speak with a lawyer.

Step 1: Before Filing with the Court

- Not all criminal records can be sealed. Check and see if your charge or conviction is eligible for sealing (see page 13 for a full list of offenses that cannot be sealed pursuant to § 19.2-392.12).
- Eligible offenses can be sealed based upon your full criminal history and whether the required amount of time has passed. See if you meet the other requirements for your records to be sealed before filing with the court (see page 14 for the list of requirements and information about waiting periods).
- Note: Virginia law only allows you to have two petitions to seal under § 19.2-392.12 granted during your lifetime.

Step 2: File Your Petition

- Fill out court form CC-1201, PETITION FOR SEALING PURSUANT TO VA. CODE § 19.2-392.12 (and form CC-1201(A), ADDENDUM TO PETITION FOR SEALING PURSUANT TO VA. CODE § 19.2-392.12, if applicable) using the instructions in this guide.
- A completed court form CC-1416, COVER SHEET FOR FILING CIVIL ACTIONS, also may be required by the clerk of the court. When choosing the filing type, select “Other” in the Miscellaneous section and write “Sealing” in the blank.
- There is no cost to file the petition. The petition must be filed in the circuit court in the county or city where the case was disposed of, even if the court that entered the final order in your case was a general district court or a juvenile and domestic relations district court. You will file your petition in the circuit court clerk’s office.
- The court cannot appoint an attorney to help you fill out the petition. If you would like help from an attorney, you will need to hire one at your own expense. You may be able to find information about your criminal charge or conviction on the Virginia Online Case Information System located on Virginia’s Judicial System Website (<https://www.vacourts.gov/>) or by visiting the clerk’s office.

Step 3: Deliver a Copy

- You must give a copy of your petition to the Commonwealth’s Attorney of the city or county where the petition was filed. You can deliver the copy of the petition by hand or by first-class mail.
- The Commonwealth’s Attorney should file a response with the court stating whether they object to the petition.

Step 4: Criminal History

- You must request that the Central Criminal Records Exchange give a copy of your Virginia and national criminal history record to the circuit court where you filed the petition.
- Virginia State Police has an online portal that allows individuals to request their criminal history record be sent electronically to the circuit court.
- You will need the case number assigned to your sealing petition to make this request with the Virginia State Police. The clerk of court will assign a case number after your petition is filed.

Step 5: Hearing

- The court may have a hearing on your petition, but it is not required.
- If a hearing is scheduled, you will need to come to court. Be prepared to explain to the court why your criminal record should be sealed.

Step 6: Order

- The court will enter an order granting or denying your petition. If your petition is granted, the court will notify the Virginia State Police to seal your criminal record.
- If your petition is denied, you can appeal the decision.

INSTRUCTIONS TO COMPLETE COURT FORMS CC-1201 AND CC-1201(A)

Court Form CC-1201, Petition for Sealing Pursuant to Va. Code § 19.2-392.12 and Court Form CC-1201(A), Addendum to Petition for Sealing Pursuant to Va. Code § 19.2-392.12

Use these step-by-step instructions to complete form CC-1201 (and CC-1201(A), if needed). This guide will help you determine which sections of the form you will need to complete. Each section contains screenshots of the form to serve as examples.

SECTION A: Court Information and Your Information

- The case number line in the upper right-hand corner should be left blank. The clerk will assign your case number after the petition is filed.
- Include the city or county of the circuit court where this petition will be filed. This should be the county or city where your criminal case was disposed of, even if the court that took the last action in your criminal case was a general district court or a juvenile and domestic relations district court.
- Type or print your name on the line that says "Name of Petitioner."
- In the "My Information" section, type or print your full name, date of birth, sex, race and social security number.

PETITION FOR SEALING PURSUANT TO VA. CODE § 19.2-392.12		Case Number
<small>(Misdemeanors, Class 5 or 6 felonies, § 18.2-95, and felony offenses punished as larceny that resulted in conviction or deferral/dismissal and any related ancillary matters)</small>		
..... CITY OR COUNTY	Henrico Circuit Court
..... NAME OF PETITIONER	John J. Doe	v. Commonwealth of Virginia
<p>I am petitioning to seal criminal history record information and court records, including electronic records, for the charge or conviction included in this petition. This petition is being filed pursuant to Va. Code § 19.2-392.12 as I was convicted of the charge or the charge was deferred and then dismissed. The charge or conviction I am requesting to seal has an offense date on or after January 1, 1986. If indicated below, I am also requesting to seal criminal history record information and court records for ancillary matters related to that charge or conviction.</p>		
A. MY INFORMATION		
My full name is: John Joseph Doe		
My date of birth is: January 1, 1992 My sex is: Male My race is: Caucasian		
My social security number is: 123-45-6789		

SECTION B: Information About the Charge or Conviction You Want to Seal

- Use a copy of your charging document to help you complete this section. A charging document is a warrant, summons, or indictment and is usually available at the clerk's office. You are also required to attach a copy of this document to the petition if it is reasonably available (as described on page 4).
- State whether you are asking to seal a single charge or conviction or more than one charge or conviction. Check the applicable box. If you are asking to seal more than one charge or conviction on the same petition, all charges and convictions must have arisen from the same transaction or occurrence. Ancillary matters are part of the same transaction or occurrence. If you are asking to seal more than one charge or conviction, you will also need to fill out an addendum (form CC-1201A).

B. INFORMATION ABOUT CHARGE OR CONVICTION TO BE SEALED
<input type="checkbox"/> I am requesting to seal a single charge or conviction. (List charge or conviction below).
OR
<input checked="" type="checkbox"/> I am requesting to seal more than one charge or conviction. The charges and/or convictions that I am requesting to be sealed all arose out of the same transaction or occurrence and are eligible for sealing in the same petition. (NOTE: Ancillary matters are treated as part of the same transaction or occurrence.) List the first charge or conviction below and list additional charges or convictions on the ADDENDUM TO PETITION FOR SEALING PURSUANT TO VA. CODE § 19.2-392.12, FORM CC-1201(A).

- Describe the criminal charge or conviction you want to seal. You can list the criminal code section (example: § 18.2-57), the name of the charge (example: assault and battery), or any other information that describes the charge or conviction.
- State whether the charge is a misdemeanor, class 5 or 6 felony, or a violation of § 18.2-95 or any other felony offense for which you were deemed guilty of larceny and punished as provided for in § 18.2-95. Only choose **one** of these options. If your charge is not one of these options, then it is not eligible for sealing pursuant to Va. Code § 19.2-392.12. (Note: If your charge is not one of these options, it may be eligible for sealing under a different code section. Page 14 of this guide provides information about other sealing code sections.) If you are asking to seal more than one offense, only enter the information for one offense in this section. There will be space later for more offenses to be listed.
- Describe what happened in your case. Check the first box if you were convicted of the charge (found guilty). Check the second box if the charge was deferred and then dismissed. Only choose **one** of these options.
- Provide the court case number for the criminal charge. This is typically a combination of letters and numbers (example: CR15M05022-01).
- Provide the date of final disposition or conviction. This is the date that you were convicted or the date your charge was dismissed after being deferred.
- Provide the date you were arrested and the name of the agency that arrested you. This may be Virginia State Police, law enforcement for a city or county, local Sheriff's Department or other law enforcement agency.
- Provide the document control number (DCN) for the charge if you are able. This is a fingerprint number, and it should be listed on your criminal history. If you do not know the DCN, you may leave this blank. You do not need the DCN to file your petition, and leaving this blank will not affect the merits of your petition.
- If any of this information is not reasonably available to you, check the applicable box and explain why it is not available.
- Provide your full name at the time of your arrest. If your name has never changed, check the box that says "same as above" or write your current name. If you had a different name when you were arrested, write that name (example: this may apply if you legally changed your name due to marriage or divorce).

1. Specific charge or conviction: <u>Va. Code 18.2-57, assault and battery</u> DESCRIPTION OF CHARGE OR CONVICTION
2. This charge is a <input checked="" type="checkbox"/> misdemeanor <input type="checkbox"/> class 5 or 6 felony <input type="checkbox"/> a violation of § 18.2-95 or any other felony offense for which I was deemed guilty of larceny and was punished as provided in § 18.2-95.
3. Offense Information: (CHOOSE ONE) <input checked="" type="checkbox"/> I was convicted of the offense. OR <input type="checkbox"/> I had the charge deferred and it was then dismissed.
4. Case number for charge or conviction: <u>CR18-0000058</u> Date of final disposition or conviction: <u>January 1, 2019</u> Date of arrest: <u>September 1, 2018</u> Name of arresting agency: <u>Henrico County Police Department</u> Document control number (DCN), if available: <u>560334R</u> <input type="checkbox"/> Some or all of the above information is not reasonably available because
5. My full name at time of arrest: <input checked="" type="checkbox"/> Same as above

- Provide the court of final disposition. This is usually the court that took the final action in your case. This will be a city or county General District Court, Juvenile & Domestic Relations District Court, or Circuit Court. Make sure you provide the name of the county or city with the court.

- Provide a copy of the warrant, summons, or indictment if it is reasonably available. This document can be requested from the clerk’s office in the court where the charges were filed. If this document is not reasonably available, explain why it is not available. For example, if the document was purged (destroyed) by the clerk’s office pursuant to Virginia law then that would be written in this section.

6. Court of final disposition: Henrico
CITY OR COUNTY

Circuit Court General District Court Juvenile & Domestic Relations District Court

7. A copy of the warrant, summons or indictment is
 attached.
 not reasonably available because

SECTION C: Information About An Ancillary Matter You Want to Seal

- You will only need to fill out this section if you are asking for an ancillary matter to be sealed that is related to the charge or conviction you want to seal (the charge or conviction described in Section B of these instructions). For example, if you were charged with petit larceny and appealed the bond decision in your case, the petit larceny would be listed in Section B and “Appeal from a bail, bond, or recognizance order” would be chosen in this section.
- If you are not asking for an ancillary matter to be sealed, check the applicable box and continue to Section D of the form.

C. INFORMATION ABOUT ANCILLARY MATTER(S) TO BE SEALED

I am NOT requesting to seal an ancillary matter related to the charge or conviction listed on page 1. (Continue to Section D of this form.)

- If you are asking for an ancillary matter to be sealed, check the applicable box and continue with Section C of the form. If you are asking to seal more than one ancillary matter, only enter information for one ancillary matter in this section. There will be space later for more ancillary matters to be listed.

I am requesting to seal an ancillary matter related to the charge or conviction listed on page 1. List the ancillary matter below. (If you are requesting to seal more than one ancillary matter, list additional ancillary matters on the ADDENDUM TO PETITION FOR SEALING PURSUANT TO VA. CODE § 19.2-392.12, FORM CC-1201(A).)

- An ancillary matter is any of the following that relate to an arrest, charge, or conviction:
 - Violation or alleged violation of a suspended sentence, probation, or parole;
 - Violation or alleged violation of contempt of court;
 - Charge or conviction for failure to appear; or
 - Appeal from a bail, bond, or recognizance order.
- You can only choose **one** of these options to describe your ancillary matter. These are the only options for sealing ancillary matters. If you wish to seal another type of case that is not listed in this section, then it is not an ancillary matter.
- Provide the court case number for the ancillary matter. This is typically a combination of letters and numbers (example: CR15M05022-01).
- Provide the date of final disposition for the ancillary matter. This may be the date the court made a decision regarding your bond appeal, found you in violation of a suspended sentence, probation or parole, or convicted you of failure to appear.
- Provide the date you were arrested and the name of the agency that arrested you, if applicable. This may be Virginia State Police, law enforcement for a city or county, local Sheriff’s Department or other law enforcement agency. If you were not arrested on the ancillary matter, leave this blank or write “not applicable” (example: if your ancillary matter is a bond appeal, this will not apply).

- Provide the document control number (DCN) for the charge if you are able. This is a fingerprint number, and it should be listed on your criminal history. If you do not know the DCN, you may leave this blank. You do not need the DCN to file your petition. Also, not all ancillary matters will have a DCN.
- If any of this information is not reasonably available to you, check the applicable box and explain why it is not available.
- Provide your full name at the time of your ancillary matter. If your name has never changed, write your current name here or check the box that says “same as on page 1”. If you had a different name when you were arrested, write that name (example: this may apply if you legally changed your name due to marriage or divorce).
- Provide the court of final disposition. This is usually the name of the court that took the final action in your ancillary matter. This will be a city or county General District Court, Juvenile & Domestic Relations District Court, or Circuit Court. Make sure you provide the name of the county or city with the court.
- Provide a copy of the warrant, summons, or indictment if it is reasonably available. This document can be requested from the clerk’s office in the court where the charges were filed. If this document is not reasonably available, explain why it is not available. For example, if the document was purged (destroyed) by the clerk’s office pursuant to Virginia law then that would be written in this section. If you were not arrested on the ancillary matter, leave this blank or write “not applicable”, because it does not apply (example: if your ancillary matter is a bond appeal, this will not apply).

1. Ancillary Matter
 The specific ancillary matter I request to be sealed is **(CHOOSE ONE)**
 a violation or alleged violation of the terms and conditions of a suspended sentence, probation or parole;
 a violation or alleged violation of contempt of court;
 a charge or conviction for failure to appear; **OR**
 an appeal from a bail, bond, or recognizance order.

2. Case number for ancillary matter listed above: CR18-0000058-01
 Date of final disposition for ancillary matter: January 1, 2019
 Date of arrest for ancillary matter (if applicable): October 19, 2018
 Name of arresting agency for ancillary matter (if applicable): Henrico County Sheriff's Office
 Document control number (DCN), if available (if applicable): 572335B
 Some or all of the above information is not reasonably available because

3. Full name at time of ancillary matter: Same as on page 1

4. Court of final disposition for ancillary matter: Henrico
CITY OR COUNTY
 Circuit Court General District Court Juvenile & Domestic Relations District Court

5. A copy of the charging document for the ancillary matter (if applicable) is
 attached
 not reasonably available because

SECTION D: Sealing Eligibility

- Criminal History:
 - Virginia law does not allow the court to seal criminal records under § 19.2-392.12 if you have been convicted of the following:
 - a Class 1 or 2 felony or any other felony punishable by life in prison
 - a Class 3 or 4 felony within the past 20 years
 - any other felony within the past 10 years from the date the petition was filed.
 - Check each box to confirm that you have not been convicted of these crimes during the time period indicated.
 - If you cannot check all three boxes, you are not eligible for sealing pursuant to § 19.2-392.12, and the court cannot grant your petition.

D. SEALING ELIGIBILITY

1. Criminal History.

- a. I have never been convicted of a Class 1 or 2 felony, or any other felony punishable by life in prison.
- b. I have not been convicted of a Class 3 or 4 felony within the past 20 years.
- c. I have not been convicted of any other felony within the past 10 years.

• Eligibility Start Date:

- Choose the option that describes your last contact with the court system for the charge or conviction you are asking to be sealed.
- If the charge was deferred and then dismissed, check the applicable box and include the date the charge was dismissed.

2. Eligibility Start Date. Check the box that describes your last contact with the court system for the charge(s) or conviction(s) to be sealed. **(CHOOSE A OR B BELOW)**

a. The deferred charge against me was dismissed. Date of dismissal:

- If you were convicted of the charge, check the applicable box.
 - If you were not sentenced to any term of incarceration, choose the applicable box and include the date of the conviction.
 - If you were sentenced to a term of incarceration, check the applicable box and include the date you were released from incarceration. If you were not sentenced to an active term of incarceration, write that in the blank (examples: "time served" or "no active time imposed" or "all time suspended").

b. I was convicted and

I was not sentenced to any term of incarceration. Date of conviction: January 1, 2019

OR

I was sentenced to a term of incarceration. Date released from incarceration:

- After your conviction, if you were found to be in violation of a suspended sentence, probation or parole, check the applicable box. This only applies if the violation was related to the underlying conviction. If you were not incarcerated as a result of the violation, check the applicable box. If you were incarcerated as a result of the violation, check the box and include the date that you were released from incarceration. If you were not sentenced to an active term of incarceration, write that in the blank (examples: "time served" or "no active time imposed" or "all time suspended").

(If applicable)

After my conviction, I was later found in violation of my suspended sentence, probation, or parole, and

I was not sentenced to any term of incarceration.

OR

I was sentenced to a term of incarceration. Date released from incarceration: Sentenced to time served

• Alcohol/Substance Abuse:

- Check the applicable box noting whether the offense you are asking to seal involved the use or dependence upon alcohol, any narcotic drug, or any other self-administered intoxicant.

- If the offense you are requesting to seal did involve the use or dependence upon alcohol, any narcotic drug or any self-administered intoxicant, you will need to demonstrate rehabilitation.

3. Alcohol/Substance Use.

- a. The charge(s) or conviction(s) to be sealed did not involve the use or dependence on alcohol, any narcotic drug, or any other self-administered intoxicant.
- OR**
- b. The charge(s) or conviction(s) to be sealed did involve the use or dependence on alcohol, any narcotic drug, or any other self-administered intoxicant, and I have been rehabilitated.

- Restitution:

- Check the applicable box noting whether you were ordered to pay restitution for the conviction you are requesting to seal. If you were ordered to pay restitution, it must be paid in full for the court to consider your petition.

4. Restitution.

- a. I was not ordered to pay restitution for the charge(s) or conviction(s) to be sealed.
- b. I was ordered to pay restitution for the charge(s) or conviction(s) to be sealed, and I have paid all restitution in full.

- Prior Sealing Petitions:

- Virginia law only allows you to have two petitions to seal under § 19.2-392.12 granted during your lifetime. This means that you can only file court form CC-1201 (and form CC-1201A, if applicable) with the court and have it granted **two** times.
- You must check the box that describes whether you have ever had any sealing petitions granted pursuant to Va. Code § 19.2-392.12 (forms CC-1201 and CC-1201A).

5. Prior Sealing Petitions.

- a. I have not had a sealing petition previously granted under the petition process in Va. Code § 19.2-392.12.
- b. I have had a sealing petition previously granted under the petition process in Va. Code § 19.2-392.12. Number of petitions previously granted: One Two

SECTION E: Acknowledgments

- Read the five notices under this section starting with "I understand". You must check each box.

E. ACKNOWLEDGMENTS.

Check each box to acknowledge that you have read and understand each statement below.

- 1. I understand that I am required to provide a copy of this petition by delivery or by first-class mail, postage prepaid, to the Commonwealth's Attorney for the county or city where the petition is filed.
- 2. I understand that after this petition is filed, I am required to request that the Central Criminal Records Exchange (CCRE) electronically forward a copy of my Virginia and national criminal history record to the circuit court where the petition is filed. (*Instructions on how to request your criminal history record are available through the Virginia Department of State Police.*)
- 3. I understand that my petition may be denied, with or without a hearing, if the charge(s), conviction(s), or ancillary matter(s) listed in this petition are not eligible for sealing.

- You must provide a copy of your petition to the attorney for the Commonwealth of the county or city where the petition is filed. This copy can be delivered by hand or by first-class mail. The attorney for the Commonwealth should file a response to your petition stating whether they object to your request to seal criminal records.
- You must request that the Central Criminal Records Exchange electronically send a copy of your Virginia and national criminal history record to the circuit court where the petition is filed. You will need the case number assigned to your sealing petition to request your criminal history. The circuit court clerk's office can provide you with the case number for your sealing case. If you received a receipt when filing your petition, it may contain your case number.

4. I understand that if my petition for sealing is granted, it will not restore my civil rights or firearm rights.
5. I understand that if my petition for sealing is granted, I will still be required to pay any outstanding fines, costs, forfeitures or penalties for charge(s) or conviction(s) that are ordered sealed.

- If your charges are not eligible for sealing, the court will deny your petition.
- Filing this petition will not restore your civil rights or firearm rights. Restoration of those rights is a separate process.
- If your petition is granted and your charges are sealed, you are still required to pay any fines and costs that you owe that are related to any offense that is ordered sealed.

SECTION F: Addendum, Court Form CC-1201(A)

- If you are asking to seal another charge, conviction, or ancillary matter, you will need to fill out court form CC-1201(A), ADDENDUM TO PETITION FOR SEALING PURSUANT TO VA. CODE § 19.2-392.12. This form asks for the same information as the CC-1201, and the same instructions can be used for both forms.
- Check the box and insert the number of addendums you are attaching if you are asking to seal additional cases. If you are not asking to seal additional charges, convictions, or ancillary matters, do not check this box, and you do not need the addendum.

ADDENDUM. I am requesting to seal multiple charges, convictions or ancillary matters, and I have attached an ADDENDUM TO PETITION FOR SEALING PURSUANT TO VA. CODE § 19.2-392.12, FORM CC-1201(A).2 addendums are attached to this petition and are incorporated herein.
NUMBER

- Any additional charges or convictions included on the addendums must arise out of the same transaction or occurrence as the charge listed in section B of these instructions. If the charges did not arise out of the same transaction or occurrence, you may not ask the court to seal the charges or convictions on the same petition. Instead, you will have to file a separate petition for each charge or conviction.
- If you have additional ancillary matters related to the charge listed in Section B, you can include these on the addendum. Ancillary charges are not treated as separate transactions or occurrences.
- You may file as many addendums as you need to list all of the charges, convictions and ancillary matters you are asking to seal on the same petition, as long as the additional charges or convictions arose out of the same transaction or occurrence.

SECTION G: Your Signature and Your Contact Information

- Sign and date the petition. Provide your address, telephone number, and email address. If you are filling out this petition for yourself, check the boxes that say “Petitioner” underneath each item.
- If you are an attorney filling out this petition for your client, check the boxes that say “Attorney for Petitioner” underneath each item and include your Virginia State Bar number in the blank provided.

July 15, 2026 DATE	<u>John J. Doe</u> SIGNATURE OF <input checked="" type="checkbox"/> PETITIONER <input type="checkbox"/> ATTORNEY FOR PETITIONER (VSB No.)
John Joseph Doe PRINTED NAME OF <input checked="" type="checkbox"/> PETITIONER <input type="checkbox"/> ATTORNEY FOR PETITIONER	123 Main Street ADDRESS OF <input checked="" type="checkbox"/> PETITIONER <input type="checkbox"/> ATTORNEY FOR PETITIONER
(123) 456-7890 TELEPHONE NUMBER OF <input checked="" type="checkbox"/> PETITIONER <input type="checkbox"/> ATTORNEY FOR PETITIONER	Henrico, Virginia 12345 CITY, STATE, ZIP OF <input checked="" type="checkbox"/> PETITIONER <input type="checkbox"/> ATTORNEY FOR PETITIONER
	johndoe@gmail.com EMAIL ADDRESS OF <input checked="" type="checkbox"/> PETITIONER <input type="checkbox"/> ATTORNEY FOR PETITIONER

NOTE: If you are completing court form CC-1201(A), ADDENDUM TO PETITION FOR SEALING PURSUANT TO VA. CODE § 19.2-392.12, continue to the next page of these instructions for additional guidance. If you are not completing court form CC-1201(A), you have reached the end of the step-by-step instructions for form CC-1201, PETITION FOR SEALING PURSUANT TO VA. CODE § 19.2-392.12. Proceed to pages 13 and 14 for additional information about sealing.

FORM CC-1201(A): ADDENDUM TO PETITION FOR SEALING PURSUANT TO VA. CODE § 19.2-392.12

This form is only necessary if you are asking to seal another charge, conviction, or ancillary matter. If you are not asking to seal another charge, conviction or ancillary matter that will not fit on the petition, do not use form CC-1201(A).

Case Information and Information About What You Are Requesting to Seal

- The case number in the upper right-hand corner should be left blank. The clerk will assign your case number after the petition and addendum is filed. Your petition and your addendum will have the same case number.
- Include the city or county of the circuit court where the addendum will be filed. This should be the same city or county that is listed in Section A of your petition for sealing (form CC-1201).
- Type or print your name on the "Name of Petitioner" line. This should be the same name that is listed in Section A of your petition for sealing (form CC-1201).

ADDENDUM TO PETITION FOR SEALING PURSUANT TO VA. CODE § 19.2-392.12 (Misdemeanors, Class 5 or 6 Felonies, § 18.2-95, and felony offenses punished as larceny that resulted in conviction or deferral/dismissal and any related ancillary matters)		Case Number
..... CITY OR COUNTY	Henrico Circuit Court
..... NAME OF PETITIONER	John J. Doe	v. Commonwealth of Virginia

- Describe what you are asking the court to seal by choosing any of the three options. You can choose as many options as necessary.
 - Check the first box if you are asking the court to seal another charge or conviction that arose out of the same transaction or occurrence as the offense listed on page 1 of your petition for sealing (form CC-1201). For example: If your petition is asking the court to seal a misdemeanor conviction of assault and battery, then you may ask the court to seal another offense that arose out of the same transaction or occurrence as the assault and battery. Complete Section A of the form if you have checked this box. This section is not for ancillary matters (see Section B below).

In addition to the charge, conviction and/or ancillary matter listed on my PETITION FOR SEALING PURSUANT TO VA. CODE § 19.2-392.12, FORM CC-1201, I am also requesting to seal: (CHECK ALL THAT APPLY)
<input checked="" type="checkbox"/> another charge or conviction that arose out of the same transaction or occurrence as the offense listed on page 1 of my petition. (Complete Section A of this form. For additional offenses, attach as many pages as necessary.)

- Check the second box if you are asking the court to seal another ancillary matter related to the charge or conviction that is listed on your petition for sealing (form CC-1201). For example: If your petition is asking the court to seal a misdemeanor conviction of assault and battery, then you may ask the court to seal another ancillary matter related to that charge that did not fit on your petition. The ancillary matter must be (i) a violation or alleged violation of the terms and conditions of a suspended sentence, probation, or parole; (ii) a violation or alleged violation of contempt of court; (iii) a charge or conviction for failure to appear; or (iv) an appeal from a bail, bond, or recognizance order. Complete section B of the form if you have checked this box. You may also complete sections C and D if you need additional space to list ancillary matters.

an ancillary matter related to the charge or conviction listed on page 1 of my petition. (Complete Section B of this form. For additional ancillary matters, complete Sections C and D of this form. Attach as many pages as necessary.)

- Check the third box if you are asking the court to seal an ancillary matter that is related to the charge or conviction that is listed on your addendum (form CC-1201(A)). Complete section B of the form if you have checked this box. You may also complete sections C and D if you need additional space to list ancillary matters.

an ancillary matter related to the charge or conviction listed in section A of this addendum. (Complete Section B of this form. For additional ancillary matters, complete Sections C and D of this form. Attach as many pages as necessary.)

SECTION A: Information About the Charge or Conviction to be Sealed

- If you checked the first box on page 1 (“another charge or conviction that arose out of the same transaction or occurrence”), you will need to complete Section A of the form. If you did not check the first box on page 1, you can skip this section and proceed to Section B.
- Provide the requested information for the specific charge or conviction that arose out of the same transaction or occurrence as the offense that is listed on page 1 of your petition for sealing (form CC-1201). Follow the same instructions from Section B of your petition (described beginning on page 2 of this guide) to complete this section. Both sections are identical.
- If you are not asking the court to seal any other matters, you do not need to complete any other sections on the addendum. List the number of addendums that you will be filing with your petition on page 4 of your petition (form CC-1201).

ADDENDUM. I am requesting to seal multiple charges, convictions or ancillary matters, and I have attached an ADDENDUM TO PETITION FOR SEALING PURSUANT TO VA. CODE § 19.2-392.12, FORM CC-1201(A). 2 addendums are attached to this petition and are incorporated herein.
NUMBER

- Once your addendum is complete, you can file it in the circuit court with your petition for sealing (form CC-1201).

SECTION B: Information About the Ancillary Matter to be Sealed

- If you checked the second or third box on page 1 (“an ancillary matter related to the charge or conviction”), you will need to complete section B of the form. If you did not check the second box on page 1, you can skip this section.
- To complete Section B, check the box that describes what you are asking the court to seal. Explain whether this ancillary matter is related to the charge or conviction (i) listed on page 1 of this addendum in Section A above, or (ii) listed on page 1 of your petition (form CC-1201).
- An ancillary matter is any of the following that relate to an arrest, charge, or conviction:
 - Violation or alleged violation of a suspended sentence, probation, or parole;
 - Violation or alleged violation of contempt of court;
 - Charge or conviction for failure to appear; or
 - Appeal from a bail, bond, or recognizance order.
- Follow the same instructions from Section C of your petition (described beginning on page 4 of this guide) to complete this section. Both sections are identical.
- If you are not asking the court to seal any other matters, you do not need to complete any other sections on the addendum.

- Once your addendum is complete, you can file it in the circuit court with your petition for sealing (form CC-1201).

SECTION C: Information About the Additional Ancillary Matter to be Sealed

- If you completed Section B of the form and need additional space to request the sealing of more ancillary matters, you will need to complete Section C of the form. Follow the same instructions for Section B to complete Section C. Both sections are identical.
- If you did not check the second or third box on page 1 and are not asking the court to seal any ancillary matters, you can skip this section.
- Once your addendum is complete, you can file it in the circuit court with your petition for sealing (form CC-1201).

SECTION D: Information About the Ancillary Matter to be Sealed

- If you completed Section C and still need more space to list ancillary matters, you will need to complete Section D of the form. Follow the same instructions for Section C to complete Section D. Both sections are identical. You can file as many addendums as you need to list all of the charges and ancillary matters you are asking to seal on the same petition, as long as the additional charges or convictions arose out of the same transaction or occurrence. List the number of addendums that you will be filing with your petition on page 4 of your petition (form CC-1201).

ADDENDUM. I am requesting to seal multiple charges, convictions or ancillary matters, and I have attached an ADDENDUM TO PETITION FOR SEALING PURSUANT TO VA. CODE § 19.2-392.12, FORM CC-1201(A).....2..... addendums are attached to this petition and are incorporated herein.
NUMBER

- If you did not check the second or third box on page 1 and are not asking the court to seal any ancillary matters, you can skip this section.
- Once your addendum is complete, you can file it in the circuit court with your petition for sealing (form CC-1201). You have reached the end of the step-by-step instructions for form CC-1201(A), ADDENDUM TO PETITION FOR SEALING PURSUANT TO VA. CODE § 19.2-392.12. Proceed to the next page for additional information about sealing.

ADDITIONAL RESOURCES

OFFENSES THAT ARE NOT ELIGIBLE FOR SEALING PURSUANT TO VA. CODE § 19.2-392.12:

Pursuant to Va. Code § 19.2-392.12(L), certain criminal offenses are not eligible for sealing. These offenses are listed below. If you file a petition asking to seal an offense that is listed below pursuant to § 19.2-392.12, the court cannot grant your petition.

1. §§ [4.1-309.1](#), [5.1-13](#), [18.2-36](#), [18.2-36.1](#), [18.2-36.2](#), and [18.2-47](#); subsection A of § [18.2-49.1](#); § [18.2-51.5](#); subsection C of § [18.2-57](#); §§ [18.2-57.2](#), [18.2-57.3](#), [18.2-59.1](#), [18.2-60](#), [18.2-60.3](#), [18.2-60.5](#), [18.2-130](#), [18.2-130.1](#), [18.2-144](#), [18.2-144.1](#), [18.2-154](#), [18.2-178.1](#), [18.2-266](#), [18.2-266.1](#), [18.2-268.3](#), [18.2-282.1](#), and [18.2-324.2](#); former subsection B of [18.2-346](#); and §§ [18.2-405](#), [18.2-406](#), [18.2-472.1](#), [19.2-62](#), [29.1-738](#), [29.1-738.02](#), [29.1-738.2](#), [37.2-912](#), [40.1-100.2](#), [40.1-103](#), [46.2-341.24](#), and [46.2-341.26:3](#);
2. Any violation of any offense under § [9.1-902](#) for which registration with the Sex Offender and Crimes Against Minors Registry is required;
3. Any violation of any violent felony offense listed under subsection C of § [17.1-805](#);
4. Any violation of any felony offense not listed as a violent felony under subsection C of § [17.1-805](#) where the person utilized a firearm, as defined in § [18.2-308.2:2](#), as part of the transaction or occurrence in the underlying offense to be sealed, unless such person's right to possess, transport, or carry a firearm, ammunition for a firearm, or a stun weapon has been restored pursuant to § [18.2-308.2](#);
5. Any violation of an emergency, preliminary, or permanent protective order issued pursuant to Article 4 (§ [16.1-246](#) et seq.) of Chapter 11 of Title 16.1 or Chapter 9.1 (§ [19.2-152.7:1](#) et seq.) or any family abuse protective order issued pursuant to Article 9 (§ [16.1-278](#) et seq.) of Chapter 11 of Title 16.1;
6. Any violation of any hate crime as defined in § [52-8.5](#);
7. Any violation of Article 9 (§ [3.2-6570](#) et seq.) of Chapter 65 of Title 3.2;
8. Any violation of Title 24.2 (§ [24.2-100](#) et seq.);
9. Any violation involving the possession and distribution of flunitrazepam pursuant to § [18.2-251.2](#) or the possession of Gamma hydroxybutyric acid (some other names include GHB; gamma hydroxybutyrate; 4-hydroxybutyrate; 4-hydroxybutanoic acid; sodium oxybate; sodium oxybutyrate) pursuant to § [18.2-250](#);
10. Any violation where a person was found not guilty by reason of insanity;
11. Any conspiracy, attempt, or solicitation, and any principal in the second degree, accessory before the fact, or accessory after the fact, or any similar ordinance of any county, city, or town, for any offense deemed ineligible under this subsection;
12. Any conspiracy, attempt, or solicitation, and any principal in the second degree, accessory before the fact, or accessory after the fact where the completed substantive offense would be punishable as a Class 1, 2, 3, or 4 felony or by a term of imprisonment of more than 10 years, with the exception of a violation of § [18.2-95](#) or any other felony offense in which the defendant is deemed guilty of larceny and punished as provided in § [18.2-95](#);
13. Any violation of any offense where the person was prohibited by the court from possessing or owning a companion animal as a result of the transaction or occurrence in the underlying offense to be sealed, while such prohibition remains in effect;
14. Any violation of Article 6 (§ [3.2-6537](#) et seq.) of Chapter 65 of Title 3.2 that involved a dangerous or vicious dog as a part of the transaction or occurrence in the underlying offense to be sealed, while the person continues to own or possess such dog;
15. Any violation of Article 7 (§ [18.2-61](#) et seq.) of Chapter 4 of Title 18.2;
16. Any violation of Article 3 (§ [18.2-346](#) et seq.) of Chapter 8 of Title 18.2, with the exception of § [18.2-346](#), former subsection A of § [18.2-346](#), and § [18.2-347](#);
17. Any violation of Article 4 (§ [18.2-362](#) et seq.) of Chapter 8 of Title 18.2, with the exception of §§ [18.2-365](#), [18.2-371.2](#), [18.2-371.3](#), and [18.2-371.4](#);
18. Any violation of Article 5 (§ [18.2-372](#) et seq.) of Chapter 8 of Title 18.2, with the exception of § [18.2-388](#); and
19. Any offense where the victim of the crime to be sealed was a family or household member, as defined in § [16.1-228](#), of the person.

REQUIREMENTS AND WAITING PERIODS FOR SEALING PURSUANT TO VA. CODE § 19.2-392.12:

- You were charged with a misdemeanor, Class 5 or 6 felony, or an offense punishable as larceny with an offense date on or after January 1, 1986.
- You were convicted or the charge was deferred and then dismissed.
- You have ancillary matters* related to the misdemeanor, Class 5 or 6 felony or offense punishable as larceny (optional).
- You have never been convicted of a Class 1 or 2 felony or any other felony punishable by life in prison.
- You have not been convicted of a class 3 or 4 felony within the past 20 years.
- You have not been convicted of any other felony within the past 10 years.
- You have not been convicted of violating any Virginia law that requires report to Central Criminal Records Exchange under Va. Code § 19.2-390(A) or the law of any other state, D.C., or the U.S. or any territory for 7 years for any misdemeanor or 10 years for any felony. The waiting period is calculated based upon the date of (i) dismissal of the deferred charge, (ii) conviction, (iii) release from incarceration on the charge or conviction, (iv) violation of a suspended sentence, probation, or parole related to the charge or conviction, or (v) release from incarceration after violation of a suspended sentence, probation, or parole, **whichever is later**.
- If the records relating to the charge or conviction indicate that the occurrence leading to the deferral or conviction involved the use of or dependence upon alcohol or any narcotic drug or any other self-administered intoxicant or drug, then you must demonstrate rehabilitation.
- If you were ordered to pay restitution as a condition of the charge or conviction, it must be paid in full.

**An ancillary matter is (i) a violation or alleged violation of the terms and conditions of a suspended sentence, probation or parole, (ii) a violation or alleged violation of contempt of court, (iii) a charge or conviction for failure to appear, or (iv) an appeal from a bail, bond or recognizance order.*

OTHER TYPES OF SEALING:

- If you are asking the court to seal criminal history record information pursuant to Va. Code § 19.2-392.12:1, do not use form CC-1201. Instead, you will need to use form CC-1203, which can be found on Virginia's Judicial System Website (<https://www.vacourts.gov/>).
- Form CC-1203 is used for requests to seal:
 - Convictions (guilty) or deferred dismissals under one of the following statutes with an offense date on or after January 1, 1986: §§ 4.1-305 (purchasing/possession alcoholic beverages), 18.2-96 (petit larceny), 18.2-103 (concealing/taking possession of merchandise), 18.2-119 (trespass), 18.2-120 (instigating trespass by others), 18.2-134 (trespass on posted property to hunt, fish, or trap), 18.2-248.1 (sale, gift, distribution or possession with intent to sell, give, or distribute marijuana), 18.2-265.3(A) (sale/possession with intent to sell drug paraphernalia), or 18.2-415 (disorderly conduct in public places), and ancillary matters related to the conviction or the charge that was deferred and then dismissed; AND/OR
 - Ancillary matters related to a charge or conviction that was automatically sealed pursuant to Va. Code §§ 19.2-392.6:1, 19.2-396.7, or 19.2-396.11.