

**SAN FRANCISCO JUVENILE COURT  
JUVENILE PROBATION DEPARTMENT  
SPECIAL SERVICES, RM 336A  
375 WOODSIDE AVENUE  
SAN FRANCISCO, CA 94127  
(415) 753-7577**

## **INFORMATION-SEALING OF RECORDS**

### **ELIGIBILITY REQUIREMENTS:**

Persons who are 18 years old, and those who have not had contact with the San Francisco Juvenile Court, the Probation Department, and/or a Law Enforcement Agency, for five years or more, regardless of their age, may petition the court for sealing of juvenile records under Section 781 of the Welfare and Institutions Code.

### **SPECIFIC SEALING REQUIREMENTS:**

- No conviction of a felony or a misdemeanor involving moral turpitude, since reaching the age of 18 years;
- Compliance with all orders of the Juvenile Court and Probation Department;
- Driver's license cannot be suspended or revoked and all traffic matters must be clear (no unpaid fines, failures to appear or outstanding warrants);
- Demonstrate rehabilitation to the satisfaction of the Court;
- You are not eligible if you have been found to have committed an offense listed in Section 707(b) of the Welfare and Institutions Code after you attained 14 years of age. Those offenses include, but are not limited to violent offenses and offenses involving weapons, such as robbery, kidnapping, arson and sex offenses.

### **WAYS TO DEMONSTRATE REHABILITATION:**

- No further law violations;
- Attend academic or vocational school;
- Be employed
- A reasonable period of time of at least 6 months must pass between the last court or probation contact and the petition for sealing, enough time to allow for evidence of rehabilitation to become apparent.

### **SEALING PROCEDURE:**

1. The applicant requests an application for sealing of juvenile records which is completed and returned to the Probation Department by mail or in person.
2. After the application is received, a Probation Officer is assigned. Your case file is reviewed and your individual criminal record is checked with law enforcement agencies. You may be contacted for an interview.

3. The Probation Officer prepares a written report for the Judge with a recommendation for or against sealing. You are not expected to attend this court hearing.
4. The Judge makes an order. If the Judge denies your request to seal your juvenile record, you will be notified. You have the right to request a hearing before the Judge. You may be represented by a lawyer, but this is not required.
5. Copies of the sealing order are sent to all agencies that have knowledge of your juvenile record. When all agencies have responded that they have complied with the order, you will be notified in writing that your juvenile record has been sealed and you will receive a copy of the Judge's sealing order.

This process generally is completed in ten to twelve months.

**PLEASE NOTE:**

1. Sealed records can be opened if you make a request to the Court or the Court may open your record in a defamation action without your request. In that case, after the required information is obtained, your record will be sealed again.
2. If you were a ward of the court, you must apply to the Probation Department in the county in which wardship was last terminated. Be sure to list all other counties in which you have a juvenile record on your sealing application, so those records can also be sealed. Your DMV record will not be sealed.
3. The Federal Government, including all branches of the military services, might not recognize the sealing of juvenile records, and you might have to report your juvenile record, even though sealed, when applying for a security clearance or employment with a private company doing business with the Federal Government.

APPLICATION FOR RECORD SEALING

FULL NAME: \_\_\_\_\_

Other names (AKA or Name) \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_ BIRTHPLACE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
City, State, Country

TELEPHONE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
(Home) (Work)

RACE: \_\_\_\_\_ MARRIED NAME: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

DRIVER'S LICENSE OR CA IDENTIFICATION NO: \_\_\_\_\_

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Have you been arrested since your 18<sup>th</sup> birthday? YES \_\_\_\_\_ NO \_\_\_\_\_

Have you been convicted of any offense(s) since your 18<sup>th</sup> birthday?

Please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List your education: Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

Name and location of your school: \_\_\_\_\_

Month and year graduated or last attended: \_\_\_\_\_

GED? \_\_\_\_\_ Completed? YES \_\_\_\_\_ NO \_\_\_\_\_ Date: \_\_\_\_\_

College or special training school(s): \_\_\_\_\_

Military service: YES \_\_\_\_\_ NO \_\_\_\_\_ Discharge Date: \_\_\_\_\_

Army \_\_\_\_\_ Navy \_\_\_\_\_ Marines \_\_\_\_\_ Air Force \_\_\_\_\_ Coast Guard \_\_\_\_\_

.....  
**Work History: List Work History-Begin With Most Recent Experience**

Company: \_\_\_\_\_ Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

JUVENILE RECORD: LIST ALL CONTACTS, INCLUDING TRAFFIC VIOLATIONS: LIST ALL OTHER COUNTIES OR STATES: (USE ADDITIONAL PAPER IF NEEDED):

Date of Arrest or Citation \_\_\_\_\_ Offense \_\_\_\_\_  
Date of Arrest or Citation \_\_\_\_\_ Offense \_\_\_\_\_  
Date of Arrest or Citation \_\_\_\_\_ Offense \_\_\_\_\_  
Date of Arrest or Citation \_\_\_\_\_ Offense \_\_\_\_\_

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CURRENT LIVING SITUATION

With whom do you currently live? \_\_\_\_\_

Relationship to this person? \_\_\_\_\_

How long have you been living together? \_\_\_\_\_

Marital Status      Single \_\_\_\_\_ How Long? \_\_\_\_\_  
                         Married \_\_\_\_\_ How Long? \_\_\_\_\_  
                         Divorced \_\_\_\_\_ How Long? \_\_\_\_\_  
                         Separated \_\_\_\_\_ How Long? \_\_\_\_\_

Any children? \_\_\_\_\_

Please add any other positive information that you would like the Court to know about your life situation:  
\_\_\_\_\_

Is there currently any civil litigation pending directly related to or arising from the criminal act that caused the juvenile record to be created? \_\_\_\_\_ If your answer is yes, please explain:  
\_\_\_\_\_  
\_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct.

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Please print)