

DO I HAVE A CRIMINAL RECORD?

THERE ARE FIVE STEPS IN FINDING OUT ABOUT YOUR CRIMINAL RECORD:



Were you convicted in D.C.? → Yes = You have a D.C. criminal record.

Were you arrested in D.C.? → Yes = You have a D.C. criminal record.



How does my criminal record affect me?

- Many employers ask about your criminal record.
- Sometimes, employers make hiring and firing decisions based on your criminal record.
- It may have an impact on your housing and credit.
- It is important to know about your rights and what is on your record, because it helps you with the challenges ahead!



Where can I get a copy of my criminal record?

D.C. Metropolitan Police Department Headquarters
300 Indiana Ave. N.W., Room 3055
Washington, D.C. 20001
(202) 727-2228
*only D.C. convictions from past 10 years

lists: dates of all arrests in D.C. leading to convictions from the past 10 years; the name of the police officer who arrested you; arrested; how the matter was decided|

bring: picture ID, such as a driver's license with a current recent address **or** your birth certificate and Social Security Card |

cost: \$5.00 (money order payable to D.C. Treasurer) |

*The same information is also available at the Department of Human Services, 441 4th Street N.W., Washington, D.C. |

D.C. Superior Court
Criminal Information Center
500 Indiana Ave., Room 4001
Washington, D.C. 20001
(202) 879-1373
*only D.C. arrests and convictions

| lists: all of your D.C. arrests and convictions; what the outcomes were for each charge information on why you were

| bring: your Police Department Identification Number (PDID) **or** your full name and birthdate |

| cost: free for you or your lawyer; \$10.00 for the public |

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For questions about this topic, please contact DCPLSP at (202) 775-0323.

333 Constitution Ave. N.W., Clerk's Office
Washington, D.C. 20001
(202) 354-3000
*only federal arrests and convictions

lists: all arrests and what the outcome was; the name of the judge who heard or is hearing the case; the names of any co-defendants case by case

bring: your case name or docket number and your current address

cost: 50 cents per page

CJIS Division, Attn: SCU, Mod. D2
1000 Custer Hollow Rd.
Clarkburg, W.V. 26306
(304) 625-3878
*all arrests in all jurisdictions

lists: all arrests and convictions in the U.S.; juvenile records if they were violent offenses and/or were drug offenses

send: your full name, date and place of birth return address, and a set of rolled-ink fingerprints

cost: \$18.00 (money order payable to Treasurer of United States) or a notarized statement of inability to pay



What do I look for on my criminal record?

- Incorrect entries, such as: wrong date, wrong charge, wrong conviction.
- Incomplete entries. *Remember*, every case should have an outcome (closed, open, dismissed, convicted).
- Double entries. *Remember*, no charge should be listed twice, otherwise it can make your record seem longer than it is. If the information is identical, then it is a double-listing.
- Juvenile cases should NEVER appear on your record, unless they meet the requirements of the FBI.



Can I expunge or seal a case on my criminal record?

IT DEPENDS!

- Expunging destroys a criminal charge and all of the official records relating to it.
- Sealing an arrest record prevents someone from seeing that part of your record without an order from the court.
- You can expunge or seal a case under certain circumstances. A case can be expunged if it involves a first-time misdemeanor drug possession or for one count of child kidnapping. The drug possession charge must not be related to another crime and you must complete the 1 year probation before it is expunged.
- An arrest can be sealed if it took place in D.C. for an offense taking place in D.C. that did not lead to a conviction, if you filed a Motion to Seal Records before the deadlines, and if you can prove that you are innocent. For more information about expunging or sealing a case, please call (202) 775-0323, or contact the Public Defender Service (PDS) at (202) 628-1200.

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DISCLAIMER: This document is not intended to replace the advice of any attorney. This document does not represent legal advice by the DCPLSP, and should not be relied upon as an ex-offender's sole resource in dealing with criminal record issues.