



**Holly Springs Municipal Court
3235 Holly Springs Parkway
Canton, GA 30115
(770) 345-5537
Fax: (770) 345-5610**

REQUEST TO EXPUNGE ARREST RECORD

O.C.G.A. § 35-3-37(d)

Expungement refers to the purging of criminal history records. O.C.G.A. § 35-3-37(d) provides for the expungement of certain criminal history records **when approved** by the prosecuting attorney.

The Holly Springs Municipal Court charges a **non-refundable** \$25.00 fee for processing applications for expungement. Please make money orders or checks payable to:

Holly Springs Municipal Court

The Application to Expunge Arrest Record is attached. Complete **SECTION ONE** of the application and return to Holly Springs Municipal Court along with the Expungement Processing Fee of \$25.00. When a decision has been made by the Prosecutor for the Holly Springs Municipal Court, you will be notified (Please ensure that you provided a valid contact phone number). If the expungement meets statutory requirements (is approved), you will then forward the approved expungement form and \$25.00 fee to:

**Georgia Crime Information Center
Expungements
P.O. Box 370808
Decatur, GA 30037-0808**

*Requests for Expungement may also be hand-delivered to GCIC between the hours of 8:00 a.m. – 4:30 p.m., Monday thru Friday, except designated state holidays. GCIC is located at **3121 Panthersville Road, Decatur, GA 30034***

To check the status of your request, contact the GCIC CCH/Identification Services at (404) 270-8396 or email gacriminalhistory@gbj.ga.gov

REQUEST TO EXPUNGE ARREST RECORD

O.C.G.A. 35-3-37(d)

Money Order
Certified Check
GBI Reference #

Internal Use Only

**One (1) Date of Arrest Only Per Request and
A non-refundable \$25.00 Fee
(Money Order or Certified Check payable to "Georgia Bureau of Investigation") per Request
The local agency may also require a fee up to \$25.00**

SECTION ONE - APPLICANT INFORMATION

(To be completed by Applicant)

O.C.G.A. 35-3-37(d)(1) provides in part that "An individual who was: (A) Arrested for an offense under the laws of this state but subsequent to such arrest is released by the arresting agency without such offense being referred to the prosecuting attorney for prosecution; or (B) After such offense referred to the proper prosecuting attorney, and the prosecuting attorney dismisses the charges without seeking an indictment or filing an accusation may request the original agency in writing to expunge the records of such arrest..."

Name: _____

Date of Birth: _____ Race: _____ Sex: _____

Social Security Number: _____

Telephone Number: _____ Email: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Arresting Agency: _____

Date of Arrest: _____

Offense(s) Arrested For: _____

Sections One and Two of this form must be completed in their entirety before request may be submitted to the Prosecuting Attorney's Office.

I request the arrest record information (Date of Arrest and associated charges) described above pertaining to me be expunged from the record(s) of the arresting agency pursuant to the provisions of O.C.G.A. 35-3-37(d).

Signature: _____ Date: _____

SECTION TWO - ARREST INFORMATION

(To be completed by Arresting Agency)

O.C.G.A. 35-3-37(d)(1) provides in part that "An individual who was: (A) Arrested for an offense under the laws of this state but subsequent to such arrest is released by the arresting agency without such offense being referred to the prosecuting attorney for prosecution; or (B) After such offense referred to the proper prosecuting attorney, and the prosecuting attorney dismisses the charges without seeking an indictment or filing an accusation may request the original agency in writing to expunge the records of such arrest..."

Date Request Received: _____

Applicant's State Identification Number (SID): GA

Offender Tracking Number: _____

Arresting Agency Name: _____

Arresting Agency ORI Number: GA

Case / Citation / Docket Number: _____

Date of Arrest: _____

Arrest appears on Georgia and/or FBI criminal history record? Yes No

If arrest does not appear on either state or federal record, expungement cannot be processed and, therefore, there is no need to forward request to GCIC.

Arrest Charge Tracking Number(s) and Charges: _____

Disposition of Arrest: _____

Disposition appears on Georgia criminal history record? Yes No

If No, official documentation containing disposition information is attached for processing. If official documentation is not available, please provide explanation and request for exception in Prosecutor's Comments. (Without a disposition on file, official documentation, or request for exception, this request cannot be processed. GCIC fee will not be refunded.)

Prosecuting Attorney/Court Case Referred To: _____

Official Completing Form:

Title: _____

Name: _____

Telephone Number: _____

Signature: _____

Email: _____

SECTION THREE – PROSECUTING ATTORNEY
(To be completed by Prosecuting Attorney)

O.C.G.A. 35-3-37(d)(1) provides in part that “An individual who was: (A) Arrested for an offense under the laws of this state but subsequent to such arrest is released by the arresting agency without such offense being referred to the prosecuting attorney for prosecution; or (B) After such offense referred to the proper prosecuting attorney, and the prosecuting attorney dismisses the charges without seeking an indictment or filing an accusation may request the original agency in writing to expunge the records of such arrest...”

Date Request Received: _____

Judicial Circuit / County: _____

Prosecuting Agency ORI Number: GA _____

District Attorney / Solicitor General: _____

Prosecutor Assigned to Case: _____

Case / Citation / Docket Number: _____

Please select one of the following actions:

_____ Expungement Meets Statutory Requirements

_____ No Information Available; Expungement Forwarded Without Objection

_____ No Information Available at Prosecutor’s Office; Returned to Arresting Agency for Further Research. **DO NOT FORWARD EXPUNGEMENT FORM TO GCIC.**

_____ Expungement Does Not Meet All Statutory Requirements
DO NOT FORWARD EXPUNGEMENT FORM TO GCIC.

If additional Charges from same Arrest Date, other than those identified on Page 2, are also approved for expungement, list the Arrest Charge Tracking Number(s) and Charges in Prosecutor Comments.

Prosecutor Comments: _____

Prosecutor Completing Form:

Name: _____

Telephone Number: _____

Signature: _____

Email: _____