

STEP 1 TO EXPUNGE OR SEAL YOUR RECORD:
GET YOUR RECORD

In order to review your file for eligibility and in order to file petitions to seal or expunge your records, **you must obtain the proper case report numbers, court case numbers, and arrest numbers from the original arrest or criminal records. This information is necessary to ensure that your case is sealed properly if ordered by the Court. A fee may be required to obtain this information.** The records may be found in the following locations:

HOW TO OBTAIN YOUR RECORD

- ❑ **Statewide Criminal Record.** The two most reliable places to obtain a Colorado record are provided below. We recommend the Colorado Courts record because it has all records, including juvenile and arrests records with no fingerprints:
 - **Colorado Courts Online** (<https://www.cocourts.com>): CoCourts will provide you with a complete record including disposition and arrests that did not include fingerprints.
 - Fee: \$7.00 per search
 - Users will need to create a free account before they can run a search.
 - **Colorado Bureau of Investigation** (<https://www.cbirecordscheck.com>): the CBI can provide a “verified record” that shows all arrests with dispositions (ie: the result of the arrest) that have occurred in the state of Colorado.
 - Does NOT provide: arrests without fingerprints or juvenile records.
 - Fee: \$6.85 per search online or \$13.00 for walk-in or mail.
 - If you do not have a credit card, you can visit or mail in a “Arrest Request Form” with cash or money order at the Colorado Bureau of Investigation at 690 Kipling Street, Suite 315, Lakewood, CO 80215.
- Please Note: If you need to file a “verified record” with your petition to seal, it needs to be dated no more than 20 days before you file.

In the case **your statewide record does not contain all the information you need** (arrest number, case number, summons number, agency case number, criminal records, ect.), then you will have to go to the agencies involved in your arrest/case to get the records directly from them.

- ❑ **Court Records.** County and district court files are available from the clerk of court’s office for each respective court.
- ❑ **Municipal Court Records.** These can be found at each Municipal Court. Contact the specific court for assistance.
- ❑ **Arrest or Police Records.** Contact the arresting agency. Their files have the arresting agency and arrest numbers.