



INSTRUCTIONS FOR FILING A PETITION TO SEAL RECORDS

1. You must first obtain your current criminal history record. Contact the Nevada Records, Communications and Compliance Division for information on obtaining a record of your criminal history.

Department of Public Safety
Records, Communications and Compliance Division
333 West Nye Lane, Suite #100
Carson City, NV 89706
<https://www.rccd.nv.gov/fees-forms/>

2. Complete and file Petition to Seal Records. There is a \$71.00 filing fee which must be paid at the time of filing. The Petition must include the following information:
 - A. A list of agencies reasonably known to have records relating to Petitioner's arrest, and/or conviction.
 - B. The Petitioner's date of birth.
 - C. Specific charge and/or conviction information for each record the Petitioner is requesting to be sealed.
 - D. The Petitioner's date of arrest.
 - E. A copy of Petitioner's current criminal history record obtained from the Central Repository of Nevada Records of Criminal History.
 - F. The Petition must contain the Petitioner's original signature.

Important: Criminal history records are considered stale if submitted more than **30 days** after they are issued. Submission of stale criminal history records may result in denial of the Petition.

3. Once the Petition is filed with the Court, the Petitioner will receive a filed stamped copy. The Court will provide copies of the Petition, along with a Notice of Receipt, to the Prosecuting Attorney's Office and the Arresting Agency.
4. The Prosecution Attorney's Office will have 30 days to file a written objection to the Petition. If no objection is filed, **the Petitioner must file a Request for Submission**, after which the matter will be taken under submission for the Court's decision. If an objection is filed, a hearing will be scheduled, and the Court will send a Notice of Hearing to the parties.
5. If the Court grants the Petition, an Order to Seal Records will be signed by the Judge, filed-stamped, and provided to the Petitioner. It is the Petitioner's responsibility to request certified copies of the Order from the Court and send certified copies of the Order to all the agencies known to have records of the arrest, charge, or conviction being sealed. The certification fee is \$3.00 per copy.

Important: Once the case is sealed, no additional certified copies of the Order will be issued. Petitioners are strongly encouraged to obtain the necessary certified copies before the case is sealed.