



1675 E. Prater Way, Ste. 107  
Sparks, Nevada 89434-8964  
(775) 353.7600

## INSTRUCTIONS FOR FILING 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://rccd.nv.gov/Services/Records\\_Bureau/](https://rccd.nv.gov/Services/Records_Bureau/)

2. Complete and file Petition to Seal Records. There is a \$71 filing fee which must be paid at the time of filing. The following information must be included within the Petition:
  - A. A list of agencies reasonably known to have records relating to Petitioner's arrest, charge, and/or conviction;
  - B. Petitioner's date of birth;
  - C. Specific charge/conviction information pertaining to the record Petitioner is requesting to be sealed;
  - D. Petitioner's date of arrest;
  - E. A copy of Petitioner's current criminal history record received from the Central Repository for Nevada Records of Criminal History;
  - F. Petition must be signed with an original signature.

\*Please note, criminal history records are considered stale if they are submitted more than 30 days after you receive them. Stale criminal history records may result in your Petition being denied.

3. Once the Petition has been filed with the court, the Petitioner will receive a file stamped copy. The Court will provide a copy of the Petition along with a Notice of Receipt to the Prosecuting Attorney's Office and Arresting Agency.
4. The Prosecuting Attorney's Office will have 30 days to file a written objection to the Petition. If no objection is filed, the matter will be taken under submission for a decision. If an objection is filed, a hearing will be set and the Court will send a Notice of Hearing to the parties.



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5. If the Court grants the Petition, an Order to Seal Records will be signed by a Judge, file-stamped, and provided to the Petitioner. It is the Petitioner's responsibility to request certified copies of the Order from the Court and send the certified Order to all agencies known to have records of the arrest, charge, or conviction being sealed. The cost for certification is \$3 per copy. **Once the case is sealed, additional copies of the Order to Seal Records will not be available.**
6. A Return on the Order Sealing Records will be attached to each copy of the Order to Seal Records. Agencies that the Petitioner has served with the Order To Seal Records are to complete and submit the Return On Order Sealing Records to the Court advising of the Agency's compliance with the Order.

The following agencies may have records related to your arrest. There may be additional agencies not included. It is up to the Petitioner to determine which agencies should be sent an Order Sealing Records.

Washoe County District Attorney	Pyramid Lake Police Dept.
NV Criminal History Records Repository	UNR Police Dept.
Federal Bureau of Investigation	NV Capitol Police Dept.
Washoe County Sheriff's Office	Drug Enforcement Agency
Sparks Police Dept.	NV Gaming Control Board
Nevada Highway Patrol	Washoe County School Police
Reno Police Dept.	Union Pacific Railroad Police
NV Division of Parole & Probation	NV Department of Public Safety
Reno-Tahoe International Airport Police	
Reno-Sparks Indian Colony Tribal Police	