



Superior Court of the District of Columbia  
Criminal Division  
500 Indiana Ave NW, Room 4001, Washington DC 20001  
202-879-1373 | [www.dccourts.gov](http://www.dccourts.gov)

## How to Seal or Expunge Your Criminal Record

To keep your criminal history private, you can ask the court to seal or expunge your criminal record. Expunging a criminal record destroys the record. Sealing it hides the record from public view. Follow these steps to ask the court to seal or expunge your criminal record:

- 1) Call (202) 727-4245 to make an appointment with the Metropolitan Police Department (MPD) to request a copy of your arrest history report.
- 2) Request the disposition of your case from DC Superior Court. Email your request to [criminalcustomerservice@dcsc.gov](mailto:criminalcustomerservice@dcsc.gov) or make a request in person at the Criminal Division clerk's office located at 500 Indiana Avenue NW, Washington, DC, in Room 4001 between 8:30 a.m. and 5:00 p.m.
- 3) Once you have your arrest history report and your case disposition, prepare a motion to seal or expunge your criminal record or hire an attorney to prepare it for you.
- 4) When everything is ready, send all your documents (arrest record, case disposition, and motion to seal) to [criminalmotionsealteam@dcsc.gov](mailto:criminalmotionsealteam@dcsc.gov). The Seal Team will give your motion a case number and assign it to a judge to decide. This process can take up to six months.

If you have any questions, you can email [criminalmotionsealteam@dcsc.gov](mailto:criminalmotionsealteam@dcsc.gov) or call the Criminal Division clerk's office at (202) 879-1362.

These organizations are also available to help with the record sealing process:

Name	Phone Number	For more information, visit:
Christian Legal Society	202-710-0592	<a href="https://www.christianlegalsociety.org/">https://www.christianlegalsociety.org/</a>
Legal Aid DC	202-628-1161	<a href="https://www.legalaiddc.org/">https://www.legalaiddc.org/</a>
Neighborhood Legal Services Program	202-832-6577	<a href="https://www.nlsp.org/">https://www.nlsp.org/</a>
Public Defender Service (ask for the Duty Day Attorney for Seal cases)	202-824-2801	<a href="https://www.pdsdc.org/">https://www.pdsdc.org/</a>
Rising for Justice	202-638-4798	<a href="https://www.risingforjustice.org/">https://www.risingforjustice.org/</a>