



**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](mailto: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: \_\_\_\_\_