

## **HOW TO OBTAIN YOUR COMPLETE CRIMINAL RECORD**

If you have ever been arrested or had a warrant out for your arrest in the District of Columbia for a suspected violation of D.C. law, you have a D.C. criminal record. To get a copy of your complete D.C. criminal record before meeting with an attorney, you will need to go to both the Metropolitan Police Department and to D.C. Superior Court.

### **D.C. Police Records**

1. Be prepared with the following:
  - A valid ID (such as a Driver's License),
  - \$7.00 cash or card to pay for the record, and
  - Your social security number
2. Go to the following office of the Metropolitan Police Department (MPD):

**Record Information Desk**  
**300 Indiana Avenue. NW**  
**Criminal History Section, Room 1075**  
**Mon-Fri 9:00 a.m. - 5:00 p.m.**

3. Ask to fill out the **Request for Criminal Arrest History for Determining Record Sealing Eligibility of Filing Purposes Only**.

**Note:** The **Request for Criminal Arrest History for Determining Record Sealing Eligibility of Filing Purposes Only** is not the same as a Police Clearance or PD 70. The "Criminal Arrest History for Determining Record Sealing Eligibility of Filing Purposes Only" document includes more complete information than a PD 70. So, you should be sure to ask for the report intended to determine eligibility for record sealing, not just a simple criminal history report.

4. The employee will give you a payment slip. Take the slip to the cashier and pay \$7.
5. Bring the receipt back to Room 1075.

6. You might be able to wait for the report and receive it the same day, or the employee will give you a day to come back to pick it up.
7. When you receive a copy of your Criminal Arrest History for Determining Record Sealing Eligibility of Filing Purposes Only **hold on to this form** – you will need it to determine your eligibility to file a motion to seal your arrest record.

### **D.C. Criminal Court Records**

1. Go to the following office within the D.C. Superior Court:

**Clerk's Information Office  
Criminal Records Division  
D.C. Superior Court, Room 4001 (on the 4th floor)  
500 Indiana Avenue, N.W. (202) 879-1451  
Monday - Friday, 8:30am - 5:30pm**

2. To obtain the information needed to complete the Motion to Seal Records:
  - a. Give your name and birth date to the Clerk and request your entire Superior Court criminal record, or
  - b. Enter your name into the Court View software on the computers in Room 4001 and search for your records.
3. If the case does not have a number (usually if it is a “no paper” or a “Post & Forfeit”), you must ask the clerk to assign them a case number to use in your Motion to Seal. You must have a case number in order to file the Motion.