
CERTIFICATE OF SEALING

Before the Illinois Prisoner Review Board:

The Certificate for Sealing Eligibility Acknowledgement form must be completed prior to filling out the application to determine eligibility. The Acknowledgement sheet must be included with your petition.

The undersigned petitioner prays for a Certificate of Sealing and in support thereof states as follows:

1. Required Information:

Full Name: _____
 First Middle Last

Address: _____
 Number Street Apt./Unit #

 City State Zip Code

Telephone Number (*include area code*): _____

Date of Birth: _____ Place of Birth: _____

Social Security Number: _____

State Prisoner Number (*if applicable*): _____

Name Convicted Under and any Aliases: _____

Have you ever served in the military? Yes No

If yes, please state your discharge status and date of discharge, and attach a copy of your DD-214. _____

Have you ever petitioned for a certificate of sealing with the Prisoner Review Board before?

Yes No

If yes, when? _____

Have you ever petitioned for sealing through the Circuit Clerk's office?

Yes No

If yes, when and what was the outcome? _____

Have you ever petitioned for clemency before? Yes No

If yes, please state the month and year your petition was considered.

2. Conviction for Which a Certificate of Sealing is Sought:

For each conviction please provide the following information:

Offense: _____

Case Number: _____

Date of Arrest: _____

County of Conviction: _____

Plea Bench Trial Jury Trial

Sentencing Judge: _____

Date Sentenced: _____

Sentenced: _____
(Includes probation, any time served, an conditional discharge)

Time Served: _____

Date of Discharge: _____

If you appealed your conviction or sentence, provide the status of any pending appeals, including the date of decisions(s) by the Court:

Provide a complete and detailed account of the offense(s) for which you seek sealing. Provide your own version of the factual circumstances of the offense, including the date and location. *Add typewritten additional pages if necessary.*

3. Non-Conviction Arrest(s):

For each incident for which you were arrested, taken into custody, or charged by any law enforcement agency, except for traffic violations, provide the following information:

Case Number: _____

Offense Charged: _____

Date of Arrest: _____

County of Arrest: _____

Disposition: _____
(Includes SOL, nolle pros, nonsuit, section 10 or 410 probation, FNPC, supervision)

Date probation or supervision terminated (if applicable): _____

Attach a copy of your police record (rap sheet).

4. Personal Life History:

Write a **typewritten** detailed narrative biography that includes date and place of birth, educational and employment history, marital status, names and ages of children, place of residency and length at each listed, occupation pursued in each location of residency, substance abuse and mental health information, military record, charitable and community activities. You may also include information on degrees or diplomas earned or anticipated, awards of commendations at school or work, counseling or rehabilitation programs you have attended or completed, military awards, civil or occupational licenses or certifications, and life changing events. You may attach any documents that demonstrate or reflect your achievements.

5. Required Supported Documents:

Attach materials that support the claims made in this petition, when applicable. These include:

- a. **If divorced and paying child support, provide proof that child support is current;**
- b. **Work History (last 5 years), provide proof of employment by supplying W2's, paycheck stubs or a letter from employers;**
- c. **Education, provide proof of diploma or transcripts, whether a High School diploma, GED or College;**
- d. **Counseling Programs, provide proof of completion of counseling such as Anger Management, Drug and/or Alcohol, etc.**

6. Reason(s) for Seeking Certificate of Sealing:

State your reasons for seeking a certificate of sealing, including opportunities that have been denied because of your criminal record.

7. Awards/Recognitions:

Attach any additional materials that support the claims made in this petition. These include

- Awards
- Certificates
- Volunteering
- Church, charitable or community activities
- Letters of Recommendation
- Character Letters

8. Certification and Personal Oath:

The following statement must be signed and sworn before a Notary Public:

I declare under perjury that all of the assertions made in this petition are complete, truthful and accurate.

Respectfully submitted this _____ day of _____, _____.
(Month) (Year)

(Signature of Petitioner)

Signed and sworn before me this _____ day of _____, _____.
(Month) (Year)

(Notary Public)

9. Hearing Information:

All Certificate of Sealing applications will be reviewed by the members of the Prisoner Review Board and if required, the board may ask the petitioner to appear in person before them at a scheduled date, time and location (Springfield or Chicago). Personal presentations at the hearing are limited and no more than two people may speak during the presentation. Otherwise, the board will make a final recommendation on each application and will notify the petitioner via mail.

10. Filing and Mailing the Petition:

1. Deliver or mail the original petition:

Illinois Prisoner Review Board
319 East Madison, Suite A
Springfield, IL 62701

Within the completed petition to the Prisoner Review Board, include proof that the current presiding judge and state's attorney's office were sent a copy of the petition. You may do this by affidavit with a notarized signature or by including a registered or certified mail receipt.

This form must be typewritten. The Prisoner Review Board needs original signatures and they need to be notarized. No faxes will be accepted.

Please utilize the guidelines to ensure that your petition contains all necessary documentation to be deemed complete.