

County of Santa Clara Probation Department

Juvenile Division
840 Guadalupe Parkway
San Jose, California 95110

Administrative Offices
840 Guadalupe Parkway
San Jose, California 95110



Laura Garnette
Chief Probation Officer

Dear Applicant,

This letter provides you with detailed information on how to apply to have your juvenile record sealed. Your juvenile record may include any case in which you were cited to appear or did appear before a Police Officer, Probation Officer, Traffic Hearing Officer, or the Juvenile Court of Santa Clara County for any violation of the law that occurred prior to your eighteenth birthday.

Please note, if at any time you were a Ward of the Court, you must petition to have your record sealed in the County in which Wardship was last dismissed. Furthermore, the Santa Clara County Court cannot seal the records of the Juvenile Court in any other State. Record sealing outside of California, must be petitioned to that State directly.

To initiate the record sealing you should:

- Read **ALL** this information carefully before you complete the attached application.
- If you meet the eligibility requirements listed below, fill out, sign and date the application and petition.

Note: You must complete all sections of the application. If a question is not applicable to you, write “not applicable.” On the petition, please be sure to list the address where you would like your results to be sent and phone number where you can be reached.

- Submit the application to: County of Santa Clara Probation Department
Juvenile Record Sealing
840 Guadalupe Pkwy
San Jose, CA 95110

Eligibility Requirements

Before submitting your application for juvenile record sealing you must meet the following eligibility requirements pursuant to Section 781 of the Welfare and Institutions Code.

Please read the eligibility requirements carefully.

- You must not be on Juvenile Probation.
- Your case has been closed by the Probation Department or dismissed by the Juvenile Court.
- You have reached 18 years of age, or five years have passed since termination of juvenile court jurisdiction.

Fee Information

There is no fee associated with this process.

Record Sealing Process

The investigation process will begin shortly after we receive the completed application. The process can generally take between three to six months. You will be contacted if any additional information is needed or if your appearance in Court is required. Depending on the outcome of the case, you will either receive a signed Sealing Order or an Order for Denial.

If the Court grants the Petition for record sealing, a record sealing order will be sent to those agencies you have listed on your application. **It is important that all of your contacts with law enforcement agencies be reported, including traffic and delinquent violations. If you should fail to report a contact, it is possible that part of your record may not be sealed.** The record sealing order will direct the agency to seal your record and respond to any request for information that they have no record. Note: Traffic records may be sealed, however, insurance companies, by law, are given access to traffic (DMV) records for the purpose of determining eligibility for auto insurance, and/or setting insurance rates per Welfare and Institutions Code Section 781.

If you have any question regarding an application or this process, call (408) 278-6121, Monday through Friday and leave a message. Your call will be returned as soon as possible.