

GUIDELINES TO APPLY FOR THE EXPUNGEMENT OF A CRIMINAL RECORD

Application Forms are available at the **Customer Service Desk, Ministry of Justice, 61 Constant Spring Road, Kingston 10** and also on the Ministry of Justice's website at www.moj.gov.jm.

Please read the following carefully before completing the Application Forms

- (I) Complete **Two (2)** Application Forms to include the names, addresses and contact information of **Two (2)** Referees who are **NOT** Family Members to provide recommendations. **NO** photocopied applications will be accepted.
- (II) The **Two (2)** completed Application Forms **MUST** be submitted to the Customer Service Desk, Ministry of Justice, 61 Constant Spring Road, Kingston 10 along with the following:
 1. **Fingerprints Impression of Applicant**
 2. **Receipt from the Inland Revenue Department (Tax Office) for the processing of an application**
 3. **Two (2) Letters of recommendation**
 4. **any other document in support of the application**

PLEASE NOTE:

- **Fingerprints Impression** can be done at the Criminal Records Office located at 34 Duke Street, Kingston, Summit Police Station (St. James), May Pen Police Station (Clarendon) and Area 2 Police Headquarters, Pompano Bay (St. Mary).
- To obtain **the Receipt** for the processing of an application, the applicant is required to make a payment of **Three Thousand Dollars (\$3,000.00)** at any **Inland Revenue Department (Tax Office)**.
- **The Letters of recommendation** can be typed or handwritten (**If handwritten, they should be legible**) and **MUST** be dated, signed, have a return address and include the following information:
 - a. **How long the Referee has known the applicant**
 - b. **How the applicant conducts himself/herself**
 - c. **Whether the Referee would recommend that the applicant's conviction(s) be expunged.**
- Referees providing the recommendations **MUST** be of unquestionable integrity. These persons may include **Ministers of Religion, Justices of the Peace, Principals, Teachers, Attorneys-at-Law, Medical Practitioners and Police Officers of senior ranks.**

THE PROCESS:

Step 1

- Upon receipt of the two (2) application forms along with the supporting documents, a Police Report will be requested from the Criminal Records Office.

Step 2

- Upon receipt of the Police Report, a review of the application will be made by the Criminal Records (Rehabilitation of Offenders) Board and a decision taken. The applicant will then be advised of the decision in writing.
- If an applicant requires a **CLEAN POLICE RECORD** after his/her criminal record has been expunged by the Criminal Records (Rehabilitation of Offenders) Board, he/she **MUST PAY** for this service which is provided by the Criminal Records Office.

For any additional information, please contact the Ministry of Justice at 906-4923-31.