

PROCEDURES TO APPLY FOR EXPUNGEMENT

- ❖ Complete application form in duplicate (application forms are available at the Customer Service Desk, NCB South Tower, 10th Floor, 2 Oxford Road, Kingston 5)
- ❖ Return completed application forms along with a copy of applicant's fingerprints to the Customer Service Desk. Fingerprint impressions can be done at any Police Station or 34 Duke Street, Kingston.
- ❖ Upon receipt of the application, it is reviewed by the Criminal Records (Rehabilitation of Offenders) Board.
- ❖ Following the review of the application by the Board, the applicant will be advised (*in writing*) of the ruling that was made.
- ❖ If the applicant is eligible, he/she will be asked to pay \$1000.00 for the processing of the fingerprints search and should submit (2) two letters of recommendations from one of the following person: ***Minister of Religion, Justice of the Peace, Teacher, Police Officer*** and the other from an associate (friend).
- ❖ This fee should be paid to the cashier **at any Inland Revenue Branch (Tax Office) and the receipt should be handed to the Customer Service Representative at the Customer Service Desk, (Ministry of Justice), South Tower, Tenth Floor.**
- ❖ A Police Report will then be requested from the Criminal Records Office.
- ❖ After all the required information has been received, a final review is made by the Criminal Records (Rehabilitation of Offenders) Board and a decision taken; the applicant will be advised of the decision that was made.

Please Note:

The only payment that is required is the fee for the fingerprint search (\$1,000.00).

Persons named as Referee and Associate should NOT be family members.

Persons writing letters of recommendation should be the ones named on the application.