

Expungement Certification Process

State law (KRS 431.079) requires **every** petition for expungement in Kentucky to include a certificate of eligibility for expungement. Individuals who wish to have their criminal records (charges/cases) expunged must complete the expungement certification process to determine if they are eligible for expungement.

The Kentucky State Police will oversee this process in conjunction with the Administrative Office of the Courts. Both agencies must run criminal record reports on the person petitioning for the expungement. The KSP will certify the eligibility of the expungement request.

Expungement certification costs \$40 and the process takes up to 60 days. It is important to note that a certification is not an expungement. Only a judge can expunge a charge/case. Individuals who obtain an expungement certification may then file a petition for expungement with the Office of Circuit Court Clerk in the county where the original charge was filed.

The expungement certification is valid for 30 days and the petition for expungement must be filed before the certification expires.

Three (3) different ways to request an Expungement Certification

Online Requests

1. Register on AOCs website (courts.ky.gov). An email account is required and will be verified during registration.
2. Complete the online request form.
3. Submit \$40 payment. (Accepted forms of payment: American Express, Discover, MasterCard and Visa credit cards and most debit cards.)
4. Check your email for notification when the certification packet is available on line.
5. Log in to the registration site to download the certification packet.

In-Person Requests

1. You may request an expungement certification in-person at the drive-thru window at:
AOC, 1001 Vandalay Drive, Frankfort, KY
2. Request a paper copy of the Expungement Certification Request Form and complete.
3. Submit \$40 payment.
4. You will receive your certification packet by U.S. Mail at the address you provided.

Mail-Service

1. Download and complete the Expungement Certification Request Form.
2. Provide the \$40 payment by check or money order made payable to KY State Treasurer.
3. Mail the completed form and payment to:
AOC, 1001 Vandalay Drive, Frankfort, KY 40601
4. You will receive your certification packet by U.S. Mail at the address you provided.

File the certification documents and the proper expungement petition with the Office of Circuit Court Clerk in the county where the original charge was filed.