

Attorney for Students

**DOCUMENTS NEEDED FOR EXPUNCTION**

The Attorney for Students Office cannot begin work on your expunction until we receive the items listed below. You can email documents to legalhelp@txstate.edu or drop them off in the LBJ Student Center, Suite 5-1.5. Please supply all documents at the same time. Please contact our office at (512) 245-2370 if you have any questions.

**1. Completed Expunction Worksheet**: If there are any questions to which you do not know the answer, mark these "Unknown" and tell the staff about them when turning in your documents.

**2. A Copy of Your Criminal History Record Information.**

1. **DPS**: You can obtain your personal Criminal History Record from the Texas Department of Public Safety through their third-party vendor, IdentoGO. Visit <https://www.dps.texas.gov/section/crime-records/fingerprinting-services> for specific instructions. Click on “Texas Scheduling” to be redirected to the IdentoGO website, where you can schedule an appointment to request a “Texas Review of Personal Criminal History – Full” (service code 11FT12). Obtaining your record this way provides the most accurate and detailed information.
	1. If you have a criminal record in the database, you will receive a printout containing the offense information. If you do not have a criminal record, the printout will contain only your biographical information with no offenses listed.
	2. Provide the report to the Attorney for Students Office.
2. **Alternative**: You may also obtain your criminal history record online. To obtain your record go to: <https://publicsite.dps.texas.gov/ConvictionNameSearch/> and click “Search Database.” You will need to create an account first. This record may not be as accurate as the one obtained through IdentoGO.
3. **Other Charges**:Tell us about every ticket or arrest you have had in every county or state, whether you believe it is relevant or not. We may not be able to completely expunge your records if you do not give us all the requested information.

**3. Copies of Your Court Records.** You can obtain these from the court clerk where your case took place. If your case took place in a Municipal Court or Justice of the Peace, contact that court directly. If your case took place in a County Court, you should contact the County Court Clerk. If your case took place in a District Court, you should contact the District Court Clerk. Ask the clerk assisting you for "a copy of my court file." If your case is older than a few months, your file may be in storage – it may take a few days to obtain. If you had an attorney represent you, you may request your file from them.

1. Once you have your court file, check to be sure that it contains an "Order of Dismissal." If an order of dismissal is not included in the paperwork that you are provided, tell the clerk that you need one.
2. Provide a copy of the entire court file to the Attorney for Students, including the Order of Dismissal.
3. If you were arrested, provide the name of the **magistrate judge** who set your bail. Contact the Sherriff’s department, ask for the Records Division, give them your name and date of birth, and ask which magistrate judge processed your paperwork.

**4. Filing Fee and Notification Costs.** There is a filing fee for every expunction petition, which varies from county to county. Depending on the county, you may also be charged $13 to $15 for each agency that must be notified about your petition. The total cost will be approximately$300 - $500.

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