

Records Restriction Request Instructions

The Gwinnett County Police Department requires the following information and documents in order to process a Record Restriction Request on arrests that occurred prior to July 2, 2013.

Please note, there is NO application process for arrests that occurred *after* July 1, 2013. If your arrest was after this date and your arrest was a misdemeanor, please contact the Solicitors Office. If your arrest was a Felony, please contact the District Attorney's office. All phone numbers can be located at www.Gwinnettcounty.com.

Documents/information needed to proceed with a Record Restriction for arrests that occurred PRIOR to July 2, 2013:

- Criminal History, no older than 30 days
- Court disposition (to obtain please visit the Clerk of Courts at the Gwinnett Justice and Administration Center; 75 Langley Dr. Lawrenceville, GA 30046)
- Gwinnett County Police Department case number
- Copy of valid driver's license or state identification card
- Original GBI State Record Restriction Form with page one filled out, signed and dated
- Record Restriction Applications require a \$30.00 fee via Cashier's Check, Business Check or USPS/Bank Money order made payable to GCPD

You may purchase a copy of your criminal history from our Headquarters for an additional \$20.00 fee.

Gwinnett County Police Department only processes Record Restriction Requests when we are the arresting agency. If the arrest was made by a separate agency, you will need to contact the respective agency for their rules and guidelines.

NOTE: THERE ARE NO GUARANTEES THAT YOUR REQUEST TO RESTRICT CRIMINAL HISTORY INFORMATION WILL BE APPROVED; NO MONIES COLLECTED WILL BE REFUNDED REGARDLESS OF THE FINAL DECISION TO APPROVE OR DENY YOUR REQUEST.

GBI LINK

www.gbi.georgia.gov (IF your application is approved, there is a \$25.00 fee that must be made payable to the GBI, please do not submit this payment to GCPD as the GBI is a separate agency)

Restriction of Criminal History Information eligibility is outlined in O.C. G.A. 35-3-37.