



RECORD SEALING INFORMATION SHEET

Dear Applicant:

You are applying for the sealing of your juvenile record, that is, any case in which you were cited to appear and/or did appear before a Police Officer, Probation Officer, or the Juvenile Court in Marin County for any violation which occurred prior to your eighteenth birthday. Marin County does not charge any fees for the record sealing process.

It is important that all your contacts with police agencies be reported, as all agencies that have your record will be sent an order for sealing of your juvenile records. If you should fail to report a contact, it is possible that part of your record may not be sealed. Be careful to list all law enforcement agencies, Probation Departments and Courts with which you have had contact.

***It is in your best interest to include a detailed letter updating the Court of your current status and rehabilitation in order to help the Court make a decision on the sealing of your record.**

Once your application is received by the Probation Department, approximately 4-6 months will be required to complete the sealing process. During this time, information regarding the status of the sealing application will only be released to the applicant.

To start the Record Sealing Process, please send the signed/dated sealing application to:

**Marin County Probation Department
Attn: Juvenile Sealing Clerk
4 Jeannette Prandi Way
San Rafael, CA 94903**

Or by email to:
jsreception@marincounty.org

Marlon Washington
CHIEF PROBATION OFFICER

Jessica Fort
ASSISTANT CHIEF PROBATION
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DIRECTOR

Juvenile Services Division
4 Jeannette Prandi Way
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marincounty.org/probation