

## Do you have a criminal record?

### Thanks to recent law changes, you may be able to erase or hide that record!

*Note: The following offenses ARE NOT eligible for expungement or sealing, unless they resulted in non-convictions: Domestic Battery, Violation of an Order of Protection, Sexual Offenses, Animal Offenses, DUI and reckless driving*

### STEP 1: Get an official copy of your criminal record

#### Get Ink Fingerprints

*(Cheaper but take 30-60 days to process)*

OR

#### Get "Live Scan" Fingerprints

*(More expensive, but take 2 days to process)*

**Step 1a.** Get an "Illinois State Police Access and Review" fingerprint form for ink fingerprints. You can get this form for FREE at:

- Prairie State Legal Services
- YWCA McLean County
- Normal Police Department

**Step 1b.** Go to the police department to get fingerprinted

- Normal Police Department:
  - Any time EXCEPT 7-8:30am and 2-4pm
  - No cost
- Bloomington Police Department:
  - Tuesdays and Thursdays 12pm-6pm
  - Costs \$20, CASH only

**Step 1c.** Complete the form and mail it in

- Complete the rest of the fields in the form
- Write your name and address on the back of the form
- Place the form in an envelope and put a stamp on the top right corner of the envelope
- Put your name and address on the back side of the envelope
- Put the following address on the front of the envelope:

Illinois State Police  
Division of Administration  
Bureau of Identification  
260 N. Chicago St., Joliet, Illinois 60432

**Step 1a.** Go get your live scan fingerprints through one of these companies:

- Biometrics Technologies Solutions LLC
  - Monday-Friday from 10am- 5pm
  - Cost \$35
  - 604 Dale St, Unit A1, Normal
- Ethos Fingerprinting
  - Call ahead to schedule an appointment in town at (309) 340-4266
  - Costs \$45
- Accurate Biometrics
  - Tuesdays and Thursdays 9am-12:30pm & 1:30pm-5pm
  - Costs \$50
  - 1101 N Main St, Normal

### STEP 2: Visit Prairie State Legal Services

Bring your Illinois State Police Report to Prairie State Legal Services, apply for services and make an appointment.

### STEP 3: Attend your appointment

At your appointment, a volunteer attorney will look over charges and advise you on your eligibility for expungement, sealing, health care waiver, etc. If the charges can be sealed or expunged a volunteer attorney may be assigned to prepare and file the necessary court documents. Note that there is a mandatory waiting period for filing for sealing!

\*Prairie State's Bloomington Office is currently taking McLean County criminal record expungement/sealings ONLY\*