

# DO YOU NEED AN ATTORNEY TO HELP YOU TO SEAL YOUR DC CRIMINAL RECORD?

You may contact:

The Public Defender Service for  
the District of Columbia  
Community Defender Division  
Prisoner & Reentry Legal Services  
1442 Pennsylvania Avenue, SE  
2<sup>nd</sup> Floor  
Washington, DC 20002  
TELEPHONE: 202.824.2801

Record Sealing Walk-in Hours  
**FRIDAYS ONLY**  
9:00 AM to 5:00 PM  
(closed for lunch: 12:30 to 1:30 PM)

*We assist the community on a first come, first serve basis.  
\*Priority will be given to persons who call in advance to schedule their visits.*

To get started, please see the reverse side for directions  
about how to obtain your MPD Arrest History Report.

## To Get Started First Obtain Your “MPD Arrest History Report for the Purposes of the Criminal Sealing Act of 2006”

Before anyone can determine your eligibility to file a motion to seal records and/or arrests, you need to obtain an **MPD Arrest History Report for Purposes of the Criminal Record Sealing Act of 2006**.

### Five Steps to Obtain Your MPD Arrest History Report

1. Bring with you ALL of the following items:
  - a. A valid government-issued ID (such as a Driver's License)
  - b. \$7.00 cash or money order to pay for the record
  - c. Your social security number
2. Go to the Record Information Desk at the Metropolitan Police Department (MPD), located at 300 Indiana Avenue, NW, Criminal History Section, Room 1075 (On the 1st Floor).
  - a. They are open Mon-Fri from 9:00 a.m. – 5:00 p.m.
3. Request a copy of your MPD Arrest History Report for Purposes of the Criminal Record Sealing Act of 2006.
4. It may take MPD up to 10 days to prepare the Report. If they do not give it to you right away, make sure someone from MPD explains how they will get the Report to you.
5. When you get a copy of your MPD Arrest History Report, make sure:
  - a. That the document is actually the MPD Arrest History Report for Purposes of the Criminal Record Sealing Act of 2006. It will say this on the top of the Report
  - b. That for every arrest on your record, there is:
    1. An arrest date,
    2. A charge (i.e. the crime you were charged with), AND
    3. An arrest number.
  - c. If there is missing information on your Report or if you receive a document that is not the MPD Arrest History Report, ask someone at MPD to help you get what you need

**IMPORTANT NOTE:** The MPD Arrest History Report for Purposes of the Criminal Record Sealing Act of 2006 shows all your arrests, non-convictions, and convictions. *It is a different form than a PD 70 (sometimes called a Police Clearance). A PD 70 only shows D.C. arrests from the past ten years and only arrests that resulted in a conviction or a forfeiture.* You need the MPD Arrest History Report, not just the PD 70. The MPD Arrest History Report will contain all of your arrests, which may not appear in the Court's criminal information database. The MPD Arrest History may contain information that is not publicly available, so you should keep it confidential. Do not share it with employers or anyone else who requests a background check.

[www.pdsdc.org](http://www.pdsdc.org)

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**Community  
Defender Division**