



# COUNTY OF SOLANO

## PROBATION DEPARTMENT

**Christopher Hansen**  
Chief Probation Officer

**Donna L. Robinson**  
Chief Deputy Probation Officer

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 appear and/or did appear before a Police Officer, Probation Officer, or the Juvenile Court in Solano County for any violation that occurred prior to your eighteenth birthday. Please read this information sheet carefully, then accurately complete and sign the attached application.

It is important that all of your contacts with police agencies (excluding traffic citations) 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, programs, Probation Departments, placements and Juvenile Halls with which you had contact. (Juvenile Traffic Offenses cannot be sealed unless they were handled by the Juvenile Court Judge. Even if sealed, the Department of Motor Vehicles can still release this information pursuant to Welfare and Institutions Code 781).

To start the process, you must complete the attached form (application for record sealing pursuant to 781 W&I.) and submit it to Solano County Probation. The investigation process will begin shortly after we receive the completed application. The process will take a minimum of 4-6 weeks (and possibly longer depending on how old the case is and the workload of the Deputy Probation Officer). You will be contacted if any additional information is needed and to advise you of the court hearing date.

### **ELIGIBILITY:**

Before submitting your application for juvenile record sealing, you must meet the following eligibility requirements; (Section 781 of the Welfare and Institution Code):

1. An applicant must have attained the age of 18, -OR- five years must have elapsed since the last juvenile arrest and/or dismissal by any Juvenile Court.
2. An applicant must not have been convicted of a felony since reaching the age of 18.
3. An applicant must not have been convicted of a misdemeanor involving moral turpitude (generally theft, fraud or sexual offenses) since reaching the age of 18.
4. An applicant must not have been found to have committed an offense listed in subdivision (b) of Section 707 of the Welfare and Institutions Code when he or she had attained 14 years of age or older.
5. Rehabilitation must have been obtained to the satisfaction of the court.

MAIN OFFICE [ ]  
475 Union Avenue  
Fairfield, CA 94533  
Tel: (707) 784-7600  
Fax: (707) 784-7605

JUVENILE DETENTION  
FACILITY [ ]  
740 Beck Avenue  
Fairfield, CA 94533  
Tel: (707) 784-6570  
Fax: (707) 784-2428

VALLEJO OFFICE [ ]  
321 Tuolumne Street  
2<sup>nd</sup> Floor  
Vallejo, CA 94590  
Tel: (707) 553-5531  
Fax: (707) 553-5021

CPC – SOUTH COUNTY [ ]  
355 Tuolumne Street  
1<sup>st</sup> Floor  
Vallejo, CA 94590  
Tel: (707) 553-5253  
Fax: (707) 647-2050

**IN ADDITION TO THE ELIGIBILITY REQUIREMENTS SET FORTH IN THE WELFARE AND INSTITUTIONS CODE SECTION 781, THE PROBATION DEPARTMENT WILL NOT RECOMMEND TO THE COURT THAT YOUR RECORD BE SEALED UNLESS YOU MEET THE FOLLOWING CRITERIA:**

- A. At least one year must have elapsed since the dismissal of the applicant's Wardship/Probation; or the case must have been closed or dismissed for insufficient evidence.
- B. Applicant must not be on any type of Probation or Parole, nor have any pending court appearances for any criminal matters.
- C. All of the applicant's adult and juvenile traffic matters must be clear (no unpaid fines, failures to appear (FTA's), no warrants, etc.).
- D. If Juvenile Court jurisdiction was terminated "unsuccessfully", five years must have elapsed since the date of termination.

**FINGERPRINTS:**

A criminal record check is conducted as part of the record sealing process. If there is a problem establishing your identity (could occur if you have a common name) you may be required to submit to fingerprinting. If this is necessary, you will be notified.

**SOLANO COUNTY PROBATION DEPARTMENT**

475 Union Avenue  
Fairfield, CA 94533-6332  
Ph. (707) 784-7600 Fax (707) 784-7605

**APPLICATION FOR SEALING OF JUVENILE RECORD**

(Please Print)

(Please fill out this form and return it to the Probation Department.)

NAME: \_\_\_\_\_  
First Middle Last

OTHER NAMES: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
(Maiden or AKAs)

ADDRESS: \_\_\_\_\_  
Street City Zip

BIRTHDATE: \_\_\_\_\_ PLACE: \_\_\_\_\_

SOCIAL SECURITY: \_\_\_\_\_ DRIVER'S LICENSE NO.: \_\_\_\_\_

DATE OF EMPLOYMENT: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ PAY: \_\_\_\_\_

PHYSICAL DESCRIPTION: \_\_\_\_\_  
Race Height Weight Hair Eyes

SEX: Male ( ) Female ( ) Marks, Scars or Tattoos: \_\_\_\_\_

LIST ALL AGENCIES WITH WHOM YOU HAD CONTACT AS A JUVENILE (EXCEPT TRAFFIC),  
(IE: PROBATION, JUVENILE HALL, ETC.)

1 \_\_\_\_\_ 4 \_\_\_\_\_ 7 \_\_\_\_\_

2 \_\_\_\_\_ 5 \_\_\_\_\_ 8 \_\_\_\_\_

3 \_\_\_\_\_ 6 \_\_\_\_\_ 9 \_\_\_\_\_

LIST ALL POLICE DEPARTMENTS AND OFFENSES RESULTING IN ARREST AS A JUVENILE  
AND THE DISPOSITION OF THE CASE:

1 \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

EXPLAIN WHY YOU BELIEVE YOU HAVE BEEN REHABILITATED (Use the back of this  
application and/or additional sheet(s).

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

