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## CERTIFICATE OF EXPUNGEMENT FOR MILITARY

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### Before the Illinois Prisoner Review Board:

The Certificate for Expungement for Military Eligibility Acknowledgement form must be completed prior to filling out the application to determine eligibility. The Acknowledgement sheet must be included with your petition.

The undersigned petitioner prays for a Certificate of Expungement for Military and in support thereof states as follows:

#### 1. Required Information:

Full Name: \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_  
Number Street Apt./Unit #  
\_\_\_\_\_  
City State Zip Code

Telephone Number (*include area code*): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

State Prisoner Number (*if applicable*): \_\_\_\_\_

Name Convicted Under and any Aliases: \_\_\_\_\_

Please state your discharge status and date of discharge, and **attach a copy of your DD-214**. \_\_\_\_\_; along with proof thereof a tour of duty.

Have you ever petitioned for a Certificate of Expungement, Certificate of Sealing or Executive Clemency with the Prisoner Review Board before?  
 Yes  No

*If yes, please state the month and year your petition was considered.*

\_\_\_\_\_

If yes, when and docket number? \_\_\_\_\_

Have you ever petitioned for sealing and/or expungement through the Circuit Clerk's office?  
 Yes  No

If yes, when and what was the outcome? \_\_\_\_\_

**2. Conviction for Which a Certificate of Expungement for Military is Sought:**

For each conviction please provide the following information:

Offense: \_\_\_\_\_

Case Number: \_\_\_\_\_

Date of Arrest: \_\_\_\_\_

County of Conviction: \_\_\_\_\_

Plea       Bench       Trial       Jury Trial

Sentencing Judge: \_\_\_\_\_

Date Sentenced: \_\_\_\_\_

Sentenced: \_\_\_\_\_  
*(Includes probation, any time served, an conditional discharge)*

Time Served: \_\_\_\_\_

Date of Discharge: \_\_\_\_\_

If you appealed your conviction or sentence, provide the status of any pending appeals, including the date of decisions(s) by the Court:

\_\_\_\_\_

Provide a complete and detailed account of the offense(s) for which you seek sealing. Provide your own version of the factual circumstances of the offense, including the date and location. *Add typewritten additional pages if necessary.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Non-Conviction Arrest(s):**

For each incident for which you were arrested, taken into custody, or charged by any law enforcement agency, except for traffic violations, provide the following information:

Case Number: \_\_\_\_\_

Offense Charged: \_\_\_\_\_

Date of Arrest: \_\_\_\_\_

County of Arrest: \_\_\_\_\_

Disposition: \_\_\_\_\_  
(Includes SOL, nolle pros, nonsuit, section 10 or 410 probation, FNPC, supervision)

Date probation or supervision terminated (if applicable): \_\_\_\_\_

Attach a copy of your police record (rap sheet).

**4. Personal Life History:**

Write a **typewritten** detailed narrative biography that includes date and place of birth, educational and employment history, marital status, names and ages of children, place of residency and length at each listed, occupation pursued in each location of residency, substance abuse and mental health information, military record, charitable and community activities. You may also include information on degrees or diplomas earned or anticipated, awards of commendations at school or work, counseling or rehabilitation programs you have attended or completed, military awards, civil or occupational licenses or certifications, and life changing events. You may attach any documents that demonstrate or reflect your achievements.

**5. Required Supported Documents:**

Attach materials that support the claims made in this petition, when applicable. These include:

- a. **DD-214 and proof thereof a tour of duty**
- b. **Education, provide proof of diploma or transcripts, whether a High School diploma, GED or College;**
- b. **Counseling Programs, provide proof of completion of counseling such as Anger Management, Drug and/or Alcohol, etc.**

**6. Reason(s) for Seeking Certificate of Expungement for Military:**

State your reasons for seeking a Certificate of Expungement for Military, including opportunities that have been denied because of your criminal record.

**7. Awards/Recognitions:**

Attach any additional materials that support the claims made in this petition. These include

- Awards
- Certificates
- Volunteering
- Church, charitable or community activities
- Letters of Recommendation
- Character Letters

**8. Certification and Personal Oath:**

The following statement must be signed and sworn before a Notary Public:

I declare under perjury that all of the assertions made in this petition are complete, truthful and accurate.

Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
(Month) (Year)

\_\_\_\_\_  
(Signature of Petitioner)

Signed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
(Month) (Year)

\_\_\_\_\_  
(Notary Public)

**9. Hearing Information:**

All Certificate of Expungement for Military applications will be reviewed by the members of the Prisoner Review Board and if required, the board may ask the petitioner to appear in person before them at a scheduled date, time and location (Springfield or Chicago). Personal presentations at the hearing are limited and no more than two people may speak during the presentation. Otherwise, the board will make a final recommendation on each application and will notify the petitioner via mail.

**10. Filing and Mailing the Petition:**

1. Deliver or mail the original petition:

Illinois Prisoner Review Board  
1001 North Walnut Street  
Springfield, IL 62702

***Within the completed petition to the Prisoner Review Board, include proof that the current state's attorney's office was sent a copy of the petition. You may do this by affidavit with a notarized signature or by including a registered or certified mail receipt.***

**This form must be typewritten. The Prisoner Review Board needs original signatures and they need to be notarized. No faxes will be accepted.**

**Please utilize the guidelines to ensure that your petition contains all necessary documentation to be deemed complete.**