



## TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

2515 South Congress Avenue | Austin, Texas 78704  
Phone: (512) 854-7000

Cory J. Burgess  
Chief Juvenile Probation Officer

### Application for Sealing Records Information Sheet

- Upon receipt, all sealing applications will be reviewed to determine eligibility.
  - If you would like to pick up your correspondence in person or you prefer to receive it via email, you will receive a call when your correspondence is ready; or
  - If you would like to receive your correspondence via certified mail, it will be mailed to the address on your application.

**Note: All certified mail MUST be signed for in person or it will be returned to sender.**

- If your application is deemed ineligible, it will be returned to you along with a letter explaining the reason it was denied.
- The court may order the sealing of records if the following criteria are met:
  - The person is at least 17 or, if younger than 17, at least one year must have elapsed after the date of the final discharge in each matter for which the person was referred;
  - The person has no pending delinquent conduct matters;
  - The person was not certified as an adult;
  - The person has not been convicted of a felony as an adult; and
  - The person has no pending charges as an adult for a felony or jailable misdemeanor.
- During the review process, a Judge may decide to hold a hearing to determine whether to order the sealing of your records. If this occurs, a Notice of Setting will be mailed to you and any entity or agency that is believed to be in possession of any records relating to your case.
- This hearing will give you and the prosecutor an opportunity to present information to assist the Judge in making a decision about whether to seal your records. An attorney is not required. It is your decision to hire one if you so choose. The decision about whether to seal your records will be made at the time of the hearing.
- All eligible sealing applications will be filed and if no hearing is required, a Sealing Order will be signed by a Judge. Within 60 days, you will receive a certified letter with a copy of the Sealing Order. If you choose to pick up your correspondence, a photo ID will be required. All entities or agencies believed to be in possession of your records will also receive the Sealing Order and must take the appropriate legal action within 60 days of receiving the order.
- If you have any questions, please contact this office at 512-854-7063 and ask for a Sealing Clerk. *Note: We are not authorized to give you any legal advice.*
- Once your records are sealed, NO RECORD EXISTS, with this agency.