



# How to Obtain Your Complete Criminal Record

If you have ever been arrested or had a warrant out for your arrest in the District of Columbia for a suspected violation of D.C. law, you have a D.C. criminal record. To get a copy of your complete D.C. criminal record, you will need to go to both the Metropolitan Police Department and to D.C. Superior Court.

## D.C. Police Records

1. Bring the following items/information:
  - A valid, government-issued ID (such as a driver's license);
  - \$7 cash [ER1][MOU2] or a credit/debit card to pay for the record; and
  - Your Social Security Number
2. Go to the office of the Metropolitan Police Department (MPD) located at:  
**Arrest and Criminal History Section**  
**Metropolitan Police Department (MPD)**  
**441 4th St NW, Room 550 South**  
**Monday-Friday 9:00am - 5:00 pm**
3. Request the needed form
  - Get in line for the **"Police/Background Checks" counter**
  - Tell the [employee][MOU3] that you want to **request a "Sealing" form**. This is formally known as a "Request for Criminal Arrest History for Determining Record Sealing Eligibility of Filing Purposes Only".

- **If they ask if you want a background check**, explain you are trying to seal your D.C. criminal record and that you need to fill out the background check paperwork for records sealing.
  - **Note:** This is **not** the same form as a “Police Clearance” or “PD70” form, which is usually used for employment. **Make sure** that you receive the “Criminal Arrest History for Determining Record Sealing Eligibility of Filing Purposes Only” document, which includes more complete information. This form is intended to determine eligibility for record sealing, not just run a simple criminal history report/background check.
4. The employee will give you a payment slip. Go to the kiosk in the back corner of the room and pay \$7. Bring the receipt back to the window.
  5. The employee will give you a day to come back to pick up the document, likely within 2-3 weeks.
  6. When you receive a copy of your Criminal Arrest History for Determining Record Sealing Eligibility of Filing Purposes Only, **hold on to this form** – you will need it to determine your eligibility to file a motion to seal your arrest record.

### **D.C. Criminal Court Records**

1. Go to the criminal clerk’s office at D.C. Superior Court, located at:  
**Clerk’s Information Office**  
**Criminal Records Division**  
**D.C. Superior Court, Room 4001 (on the 4th floor)**  
**500 Indiana Avenue, NW**  
**Monday-Friday, 8:30am - 5:00pm**
2. Request your entire Superior Court criminal record:
  - Give your name and birth date to the clerk and request your entire Superior Court criminal record
  - OR**
  - Use the computers in Room 4001 and search for your records using the Court View software
3. If the case does not have a number (usually if it is a “no paper” or a “Post & Forfeit”), you must ask the clerk to assign them a case number to use in your Motion to Seal. You must have a case number in order to file the Motion.