

Can I seal my criminal record?

A guide to adult conviction sealing in Ohio



STEP 1: WHO CAN APPLY TO SEAL A CONVICTION?

To determine whether a person is eligible for record sealing, a court will look at all of the person's criminal convictions in any state or federal court, not just cases in Ohio.

There are **two pathways** to become eligible for sealing:

PATHWAY NO. 1:

The applicant has never been convicted of:

The applicant can have any number of misdemeanors or felonies.

- 1st, 2nd, or 3rd degree felonies
- Any offense of violence (listed below in Table 1)
- Any felony sex offenses (listed below in Table 2)

PATHWAY NO. 2:

The applicant has only been convicted of:

- Zero or one felony and up to four misdemeanors **OR**
- Exactly two felonies and up to two misdemeanors

Minor misdemeanors and traffic offenses do not count towards the number of convictions, except for the offenses listed below in Table 3.

Two or more convictions arising from the same incident could be treated like one conviction, and two or three convictions that resulted from the same court proceeding, for related criminal acts committed within a three-month span, could be treated like one conviction.

STEP 2: WHAT CAN BE SEALED?

Any offense can be sealed except:

- Convictions with a mandatory prison term
- 1st or 2nd degree felonies
- Traffic offenses
- Felonies or 1st degree misdemeanors where the victim was under 16 (except convictions under R.C. 2919.21)
- Offense of violence in Table 1 marked as (*) if the offense is a 1st degree misdemeanor or a felony
- Offense of violence in Table 1 marked as (+) if the offense is a felony
- Sex offense in Table 2 marked as (x)
- Sex offense in Table 2 marked as (#) if the victim of the offense was under 18 years of age
- Convictions of theft in office under R.C. 2921.41

Table 1: Offenses of Violence

2905.01	Abduction (*)	2917.01	Inciting to violence (+)
2909.02	Aggravated arson (*)	2917.31	Inducing panic (+)
2903.12	Aggravated assault (*)	2921.03	Intimidation (*)
2911.11	Aggravated burglary (*)	2921.04	Intimidation of attorney, victim or witness (*)
2903.21	Aggravated menacing (*)	2903.04	Involuntary Manslaughter (*)
2903.01	Aggravated murder (*)	2905.01	Kidnapping (*)
2917.02	Aggravated riot (*)	2903.22	Menacing (*)
2911.01	Aggravated robbery (*)	2903.211	Menacing by stalking (*)
2909.03	Arson (*)	2903.02	Murder (*)
2903.13	Assault (+)	2903.34(A)(1)	Patient Abuse or Neglect (*)
2911.12	(A)(1), (2), or (3) Burglary (*)	2903.15	Permitting child abuse (*)
2919.25	Domestic violence (*)	2907.02	Rape (*)
2919.22(B)(1), (2), (3), or (4)	Endangering children (*)	2917.03	Riot (+)
2921.34	Escape (*)	2911.02	Robbery (*)
2905.11	Extortion (*)	2907.03	Sexual battery (*)
2903.11	Felonious assault (*)	2909.24	Terrorism (*)
2907.12	(former) Felonious sexual penetration (*)	2905.32	Trafficking in Persons (*)
2907.05	Gross sexual imposition (*)	2903.03	Voluntary Manslaughter (*)
2923.161	Improperly discharging firearm (*)		

Table 2: Sex Offenses

2907.34	Compelling acceptance of objectionable materials
2907.19	Commercial sexual exploitation of a minor
2907.21	Compelling prostitution (#)
2907.33	Deception to obtain matter harmful to juveniles (#)
2907.311	Displaying matter harmful to juveniles (#)
2907.31	Disseminating matter harmful to juveniles (#)
2907.23	Enticement or solicitation to patronize a prostitute; procurement of a prostitute for another (#)
2907.05	Gross sexual imposition (x)
2907.07	Importuning ((x) if convicted on or after 10/10/2007)
2907.323	Illegal use of minor in nudity-oriented material or performance (x)
2908.241	Loitering to engage in solicitation
2907.32	Pandering obscenity (#)
2907.321	Pandering obscenity involving a minor (x)
2907.322	Pandering sexually oriented matter involving a minor (x)
2907.22	Promoting prostitution (#)
2907.25	Prostitution
2907.09	Public Indecency (#)
2907.02	Rape (x)
2907.03	Sexual battery (x)
2907.06	Sexual imposition (x)
2907.24	Soliciting
2907.04	Unlawful sexual conduct with minor (x)
2907.08	Voyeurism (#)

Table 3: Traffic Offenses

Felony violation of Title XLV of the Ohio Revised Code

4549.451	Auctioneer's statement of disconnected or nonfunctional odometer	4549.42	Tampering with or disconnection of odometers
4510.11, .14	Driving under suspension, in violation of license restriction, or under OVI suspension, that is based upon the person's operation of a vehicle during a suspension imposed under 4511.191 (Implied consent) or 4511.196 (Initial appearance)	4549.45	Written notice of tampering or nonfunction
4549.41	Odometer rollback and disclosure act	4549.46	Written odometer disclosure statement
4549.62	Offenses with purpose to conceal or destroy identity		
4549.44	Operating with disconnected or nonfunctional odometer		
4511.19	Operating vehicle under the influence of alcohol or drugs- OVI		
		4549.042	Sale or possession of master key designed to fit more than one motor vehicle
		4549.43	Sale or use of fraudulent odometer
		4549.03	Stopping after accident involving damage to realty or personal property attached to real property
		4549.021	Stopping after accident on other than public roads or highways
		4549.02	Stopping after accident on public roads or highways
		4511.251	Street racing

STEP 3: WHEN CAN A PERSON APPLY?

Are there pending criminal charges? The court will not seal any record if the applicant is facing pending charges. Applicants should wait until any pending cases have resolved. Depending on where in Ohio their records are, that could include completing requirements like probation.

Is the applicant unlikely to re-offend? Applicants must be able to show that they have been “rehabilitated to the satisfaction of the court.” Applicants must also show that their interest in sealing a record is greater than any legitimate government needs to maintain those records.

Has the waiting period ended? Every case has a “waiting period” before it can be sealed, based on when the case is discharged. A case is “discharged” when a person has fully completed any jail or prison sentence, any terms of probation or parole, and all payments of fines or fees that were a penalty for the conviction. Court costs are not part of a sentence, and unpaid court costs should not block a sealing application.

HOW LONG DO I WAIT AFTER MY CASE IS DISCHARGED?

If applying to seal a **misdemeanor** → Wait one year after the misdemeanor* is discharged.

If applying to seal a **fourth or fifth degree felony** → Wait one year after the fourth or fifth degree felony* is discharged.

If applying to seal a **third degree felony** → Wait three years after the third degree felony* is discharged.

*So long as none of the offenses is a violation of R.C. 2921.43

STEP 4: HOW DOES A PERSON APPLY?

For each offense, complete a record-sealing application in each court where there is a case to be sealed.

Every court has its own application forms and processes, so contact the Clerk of Courts to find out what documents to file and how to file them. The Clerk of Courts can usually disclose a person’s case number, name and degree of the offense, date of conviction, and date of case discharge.

The filing fee will be \$50 or more. A person can ask the court to waive this fee by completing a poverty affidavit (sometimes called an “affidavit of indigence”). If a hearing is scheduled, the applicant should attend.

STEP 5: WHY SHOULD A PERSON APPLY?

Sealed records will not show up on most background checks. Landlords, schools, and the general public cannot see the sealed record. In limited cases, a few employers and professional licensing boards can see sealed conviction records (e.g. some healthcare, childcare, and security-related employment).

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If you have more questions about record sealing, eligibility and other ways to overcome the barriers of a criminal conviction, contact the Ohio Justice & Policy Center.

For full legal clinic schedules, visit ohiojpc.org.

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Cincinnati, OH 45202
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Disclaimer: This guide is a general source of information about criminal record sealing. It is not a substitute for individualized legal advice. For answers to specific questions, it is best to consult an attorney.

**IN THE COURT OF COMMON PLEAS
WOOD COUNTY, OHIO**

State of Ohio

Plaintiff

Case No. _____

Judge: _____

vs.

Name: _____

Address: _____

City/State/Zip: _____

Phone #: _____

Email: _____

Defendant

**APPLICATION TO SEAL RECORD OF
CONVICTION (O.R.C. 2953.32)**

\$200 Deposit for Fees/Costs

Applicant, _____, respectfully applies to this Court for the sealing of the record in this case.

On _____, Applicant was convicted of the following offenses:

Name of Offense / Charge	Offense Code	Degree of Offense
1.		
2.		
3.		
4.		

Applicant's sentence, including all jail and prison terms, conditions of community control and/or post release control terms terminated on _____.

The Applicant has paid all fines, court costs and restitution imposed by the Court.

Applicant is an eligible offender as defined in R.C. 2953.31(A). Final discharge occurred over one (1) year ago for a conviction of a misdemeanor, fourth degree felony, or fifth degree felony. Final discharge occurred over three (3) years ago for a felony of the third degree. There are no criminal proceedings pending against me. Applicant otherwise satisfies the requirements of R.C. 2953.32 for granting this application.

Applicant believes that his/her interest in sealing the official records outweighs any governmental need or interest to maintain these records.

WHEREFORE, Applicant prays that the Court grant their request and seal the official record in the above captioned matter.

Respectfully submitted,

Applicant / Defendant