

STATE OF MISSISSIPPI
TATE REEVES, GOVERNOR
DEPARTMENT OF PUBLIC SAFETY
SEAN J. TINDELL, COMMISSIONER

MISSISSIPPI DEPARTMENT OF PUBLIC SAFETY
Mississippi Criminal Information Center
Special Processing Unit
3891 Highway 468W
Pearl, Mississippi 39208

RE: Expungement of Records Procedure

Mississippi Code Annotated Section 45-27-9 (10) requires all law enforcement agencies in the state and clerks of the various courts to promptly report to the Center all instances where records of convictions of criminals are ordered expunged by the courts of this state. Upon receipt of a lawful order, the Center will expunge the records from its system. A request for expunction must be accompanied by a certified copy of the court order of expunction and must contain the following:

- 1) Name of offender which was used at the time of arrest
- 2) Date of arrest
- 3) Arrest charge and final disposition of that particular charge
- 4) Statutory authority for requesting the expungement
- 5) Date of birth
- 6) Social Security Number
- 7) Race of individual
- 8) Sex of individual
- 9) Identify the arresting agency
- 10) FBI number, if known

If the mandatory information is not included in the order, the order may be returned to the clerk's office for additional information or for issuance of an amended order. Note, that after the Center processes the expungement of a record on the state level, the expunction information is forwarded to the Federal Bureau of Investigation (FBI) for federal notification and deletion from the National Crime Information Center (NCIC) system.