Who can use this form?

An appropriate representative of a deceased person who is applying on behalf of the deceased person to have their historical conviction/s expunged.

An appropriate representative will be determined by their relationship to the deceased person and in the following order of priority:

a) The spouse or a person in a domestic relationship with the deceased person at the time of their death
b) A son or daughter of the deceased person aged over eighteen years of age
c) A parent of the deceased person
d) A sibling of the deceased person aged over eighteen years of age
e) An executor named in the will of the deceased person
f) A personal representative (such as a guardian or enduring power of attorney) of the deceased person at the time of their death
g) A person determined to be an appropriate representative of the deceased person by the Secretary

If you are applying on behalf of yourself, please use the other application form that is available to download from the Department’s website (www.justice.vic.gov.au/expungementscheme).

What do I need to do to complete this application?

- **Part A – Proof of Identity**
  
  Copies of your proof of identity documents **must be certified** and mailed to us in order to verify your identity and establish your right to make this application and access this information.

- **Part B – Application Form**
  
  This document **does not need to be certified** but you must sign and date the consent form. This consent allows us to request information or make enquiries about this matter on behalf of the deceased person you are representing.

Send certified copies of your Part A Proof of Identity documents and completed Part B Application Form to the address below:

Private and Confidential
Expungement Scheme
GPO Box 4356
MELBOURNE VIC 3001
Telephone: (03) 8684 0818

What happens next?

- The Department of Justice & Regulation, that is administering the expungement scheme, receives your application.
- You will receive an acknowledgement letter when this application is received.
- We request a Victoria Police History Check for the deceased person and send this information to you to review.
- You can then decide whether to proceed or not with this application.
- We may then ask you to complete the **Part C – Further Details Application Form** that requests additional information in order for us to find all of the records in relation to this matter.
- We will request that the police, prosecuting authority and courts to search for any historical records that are relevant to this application.