Information about the application process – Applicant or their delegate

Who can use this form?

1. The applicant – the person who is applying to have their historical conviction/s expunged OR

2. The applicant can nominate a delegate to represent their interests in circumstances such as:
   - The applicant has a disability, such as a:
     - physical disease or disorder;
     - loss of total or partial body function;
     - mental or psychological disorder or disease.
   - The applicant has a guardian:
     - A guardian is appointed to make decisions for an adult with a disability when they are unable to do so.
   - The applicant has an Enduring Power of Attorney:
     - A power of attorney is a legal document that allows another person to be given the legal right to make decisions for you in the event that you lose the capacity to make decisions for yourself.
   - The applicant has a litigation guardian:
     - A litigation guardian is appointed when the court finds that there are concerns about the legal capacity of a litigant to provide instructions to their lawyer.

If you are applying on behalf of a deceased person, please use the other application form 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 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 your behalf.

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 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.