



The SJSU Record Clearance Project

The Record Clearance Project (RCP) at San José State University assists low-income people with:

- ❖ Community education presentations regarding the expungement process
- ❖ Reviewing individual rap sheets at Speed Screenings to advise them regarding “next steps” in the expungement process



Getting Started: Get a copy of criminal history

To best determine the “next steps” in the expungement process, a person should get a criminal history report (‘rap sheet’).

Get a **state “LiveScan”** rap sheet if there are convictions in more than one California county.

OR

Get a **county** rap sheet if convictions are in Santa Clara County *only*.

To get a state LiveScan rap sheet, go to any LiveScan provider. Or contact the Sheriff’s Department at (408) 808-4760 to make a LiveScan appointment. Bring a photo ID and payment. The Sheriff charges \$45; costs at other sites vary.

To get a Santa Clara County rap sheet, order the rap sheet at the Sheriff’s office. Bring a photo ID and \$25.

The Santa Clara County Sheriff’s office in San José is at 55 Younger Avenue (cross street: First Street). There also are Sheriff’s offices in San Martin and Cupertino.

Note: Be sure you have no outstanding warrants before going to the Sheriff’s office.

Rap sheets are mailed to the individual.

Attend a Speed Screening

Email or call the RCP to register for the next Speed Screening interview session. The RCP usually offers four Speed Screenings a year.

At Speed Screenings, RCP students (under attorney supervision) review clients’ rap sheets. Clients receive an individual analysis of what “next steps” to take in the expungement process.

For many people, Speed Screening interviews provide all the information they need.

You might be interested:

- On average, 20% of people who come to Speed Screening interviews have convictions that do not require a court hearing to expunge (“mandatory dismissals”). We help those individuals fill out a form to apply for expungement, upon request.
- Frequently people have no convictions at all, despite thinking that they do.
- Sometimes people think they have felony convictions but do not.



Community Education Presentations

RCP students and an attorney present information regarding expungement law and process to community groups in the South Bay Area and Peninsula.

Presentations are available in Spanish.

To request a presentation, or for further information regarding the SJSU Record Clearance Project, please contact the RPC at

**expunge@sjsu.edu or
(408) 924-2758 (message line)**

For more information and upcoming RCP events:

RCP Project website: [www.sjsu.edu/
justicestudies/programsevents/
rcp/index.html](http://www.sjsu.edu/justicestudies/programsevents/rcp/index.html)

Twitter: @sjsurcp

Facebook: Record-Clearance-
Project/217577251599493



There is no charge for the SJSU Record Clearance Project's legal services.

Rap sheet and filing fees may apply; limited financial assistance is available.

The RCP can assist in many languages other than English upon request.

*The RCP has given me a
second chance.*

*This has given me the
opportunity to move
forward. Now all the pieces
of my life are together.*

You gave me my life back.

-- RCP clients



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Information for the Community

Justice Studies Department
College of Applied Sciences and Arts
CommUniverCity

