**Mailing Instructions for filing Petition to Seal Records or Expungement**

**Petition to Seal**: After the court sends you the signed Order and Notice of Hearing (Sealing of Records) with the hearing date, you need to mail a copy of the Order and Notice of Hearing to the prosecuting attorney, the arresting agency, and any other person or agency you listed in the Petition to Seal. The copy of the Order and Notice of Hearing that you send to the prosecuting attorney **MUST** be sent by certified mail. After you send a copy to the prosecuting attorney by certified mail, keep the receipt and file with the court. After you mail out the copies, you must fill out **JDF 617 Certificate of Service** letting the court know that you sent a copy of the Order and Notice of Hearing to the prosecuting attorney, the arresting agency and any other person or agency that you listed in the Petition to Seal. If the Court Grants your Petition to Seal at the hearing, it is then your responsibility to notify Colorado Bureau of Investigation and all agencies listed on the Order to Seal Arrest & Criminal Records, by mailing each agency a copy of the signed Order to Seal Arrest & Criminal Records. Your failure to notify the agencies may result in your record not being sealed.

**Petition for Expungement**: You will need to provide self-addressed stamped envelopes for all the required agencies that you listed in the Petition and one for yourself. You will need to mail a copy of the signed Order of Expungement of Records to all agencies listed on the Order form. If you do not do this, it may mean that your records do not get expunged.

**Names and Addresses of the Most Commonly Used Agencies Regarding Petition to Seal or Expungement**:

* Colorado Bureau of Investigations: 690 Kipling Street, Ste. 3000, Denver, CO 80215
* Colorado Division of Gaming: PO Box 1209, Cripple Creek, CO 80813
* Colorado Spring Police Department: 705 S. Nevada Ave, Colorado Springs, CO 80903
* Cripple Creek Municipal Court: PO Box 430, Cripple Creek, CO 80813
* Cripple Creek Police Department: PO Box 430, Cripple Creek, CO 80813
* El Paso County District Attorney: 105 E. Vermijo Ave., Colorado Springs, CO 80903
* El Paso County Sheriff’s Office: 27 E. Vermijo Ave., Colorado Springs, CO 80903
* Probation Department: 270 S. Tejon St., Colorado Springs, CO 80903
* Spring Creek Detention Center: 3190 E. Las Vegas St., Colorado Springs, CO 80906
* State Court Administrator’s Office: 1300 N. Broadway, Ste. 1200, Denver, CO 80203 Attn: Records Sealed
* Teller County Combined Courts: PO Box 997, Cripple Creek, CO 80813
* Teller County District Attorney: PO Box 958, Cripple Creek, CO 80813
* Teller County Sheriff’s Office: PO box 27, Divide, CO 80814
* Woodland Park Municipal Court: PO Box 9007, Woodland Park, CO 80866-9007
* Woodland Park Police Department: PO Box 7255, Woodland Park, CO 80863
* Zebulon Pike Detention Center: 1427 W. Rio Grande St., Colorado Springs, CO 80906