



How to Obtain Your Jail, Sentence Termination, and Release Records

Note: This step is only required if you are seeking to seal a conviction under §16-803. You will not need these records if you were not convicted or are petitioning to seal the record for actual innocence.

1. First, gather the information you'll need from the Metropolitan Police Department (MPD) and the Court.

You will need the following information to get your records from the jail (and eventually to file the motion to seal your records):

- PDID # (Police Department ID Number). This is a number assigned to you by MPD. If you have multiple arrests, this number will be the same in every case
- Case # (or Docket #) and Charge(s)
- Important dates in your case:
 - When you were arrested
 - Disposition date (for example, when you were convicted)
 - When your probation ended
- Name of Judge
- Prosecuting Office – whether the prosecutor worked for the Office of the United States Attorney or the D.C. Office of the Attorney General (which used to be called D.C. Corporation Counsel). The name of an individual prosecutor is not needed.
- Case Disposition – how your case ended or terminated:
 - No Papered (no charges brought against you in court or no case number)

- No Conviction (dismissed by the prosecution, dismissed by the court, acquitted at trial)
 - Conviction Set Aside (such as under the Youth Rehabilitation Act);
 - Conviction (guilty after a trial, a guilty plea)
2. Obtain your Sentence Termination Release Record (which will show when you finished serving any prison sentence or finished probation, parole, or supervised release).
- You may already have a sentence termination letter or jail release authorization paperwork. In order to use one of these documents for sealing a conviction record, it must include: the sentence for the offense that you are filing to seal. Also make sure that the document includes:
 - Your name;
 - The case number(s);
 - A description of your sentence AND;
 - The date your sentence was terminated
 - If you were sentenced to probation, served some or all of your DC sentence in a U.S. Bureau of Prisons facility, or were on parole or supervised release, you can get a Sentence Termination Letter by going in person to the Community Supervision Officer (CSO) at the Field Unit to which you last reported.
 - If you do not remember the name of your last CSO, but you do remember the Field Unit, go to the Field Unit and ask for the Supervising Community Supervision Officer (SCSO).
 - If you cannot remember the name of your CSO or the Field Unit OR if your case was old enough that you did not report to a CSOSA Field Unit, then go to:

Court Services and Offender Supervision Agency
 Offender Processing Unit
 300 Indiana Avenue, N.W., Room 2070
 Monday - Friday, 8:30am - 5:00pm

Or email the request to rap.help@csosa.gov

- **Note:** If you were convicted of felony Bail Reform Act violation (the only felony conviction you can get sealed under this law) and you were sentenced to prison time, you served your sentence either in Lorton (if you served time before 2000) or in a U.S. Bureau of Prisons facility.
- If you served your sentence at the D.C. Jail or Lorton (misdemeanor sentences are served at the jail and felony Bail Reform Act violations may

have been served in Lorton if it happened long enough ago), you must make a written request for a copy of your Release Record. To do so, you should send a request via email to:

Oluwasegun Obebe – FOIA Officer
D.C. Department of Corrections
Office of the General Counsel
2000 Fourteenth Street, NW, 7th Floor
Washington, D.C. 20009
Phone: 202-571-2055
Email: segun.obebe@dc.gov

A sample request is included below.

Date

FOIA Officer – Oluwasegun Obebe
D.C. Department of Corrections
Office of the General Counsel
2000 Fourteenth Street, NW, 7th Floor
Washington, D.C. 20009

Dear Mr. Obebe:

I am writing to request a copy of an official D.C. Jail record that shows my release date from my incarceration. I understand that this record is usually either my Release Record or a Jail & Community Corrections System (JACCS) print out. Here is the necessary information for you to retrieve my record:

Name: _____

PDID #: _____

DCDC # (if known): _____

Approximate Dates of Incarceration: _____

Facility where Incarcerated: _____

Please email the record to me or mail it to me at the following address:

Thank you.

Sincerely,
