



Post-Expungement

Criminal Background Update

Is my record clear?

After a conviction is expunged and the Michigan State Police have sealed the conviction, you will receive an email from Project Clean Slate advising that the conviction is no longer on your public record. **Your record is NOT sealed at your hearing. It may take up to 8 weeks.**

Why is my expunged conviction still showing?

When a conviction is expunged and sealed, it is possible that it may still appear on certain background agency reports. Not all entities utilize the ICHAT system for background searches; some use independent companies.

What can I do?

To prevent this from happening, we encourage you to review the instructions in this document.

Instructions

1. Fill out the attached forms.
2. Print your Expungement Order.
3. Mail the these documents to the address on the forms.
Each case needs its own form and Order.

Example: If you have convictions expunged in three different cases, fill out three forms and attach each Order.

Questions?

projectcleanslate@detroitmi.gov
detroitmi.gov/pcs

Criminal Database Update

by Foundation For Continuing Justice - ContinuingJustice.org



After your case has been expunged, set aside or otherwise modified by the court, you will want to have your criminal record updated with private databases that provide this information for background checks that are commonly performed by employers, real estate agents, landlords, and banks. The Criminal Database Update is a free service offered by the Foundation for Continuing Justice that helps ensure that background check companies have updated your record to accurately reflect the court's order.

Complete the form below and attach a copy of your granted order. We will update our criminal record clearinghouse database which will furnish the data to over 500 independent companies, updating records with criminal background providers nationwide. Please note, all processing will be handled electronically. Do not provide any additional documentation, we will only accept the completed form and court granted order. All documents will be discarded once processed.

First Name	M. Initial	Last Name	Date of Birth	
Street Address (Current)		City	State	Zip Code
Phone Number		Email Address (Required)		
State	County		Court	

Any Aliases That May Have Been Used (Separated by comma)

I authorize the Foundation for Continuing Justice to provide this case information to providers of criminal data information for the express and limited purpose of updating their records to reflect that the criminal record has been cleared or modified in my favor.

Date Signature

*All fields are required to be filled in. If any fields are left blank, this form will be discarded.

COMPLETE ENTIRE FORM AND ATTACH **A COPY** OF YOUR SIGNED GRANTED ORDER* AND THEN MAIL TO:

Foundation For Continuing Justice
1504 Brookhollow Dr. Suite 114
Santa Ana, CA 92705

*If you have multiple granted orders please submit this form for each case.

WHAT TO DO IF BACKGROUND CHECK COMPANY REPORTS INACCURATE, EXPUNGED OR SEALED INFORMATION

Call the provider of the background check immediately and tell them:

1. You have learned that they have reported inaccurate information about you.
2. Your name, address and date of birth
3. This call serves as notice that you are disputing the accuracy of the report
4. They have 30 days to investigate the dispute
5. They have 5 business days to notify anyone who provided them with the information and anyone they provided the information to that the information is being disputed.
6. Keep notes of your conversation with dates, times and with whom you spoke.

Mail the sample Dispute Letter with some form of delivery confirmation so that you can prove when it was received.

If an employer received the inaccurate information, do the following:

1. Notify the employer that the information is inaccurate and that you have asked the provider of the information to investigate it and correct it.
2. If you have a court order that proves the inaccuracy, provide a copy to the employer.

Date: _____

To Whom it May Concern:

A recent background check with your company revealed the existence of a false criminal record(s). **Please remove this record(s) from your database immediately.** This letter serves as notice under the Fair Credit Report Act and any applicable state law, unless notice was previously provided. Pursuant to §611(a)(1)(A)&(B), from the time of first notice, you have 30 days to investigate this disputed information and 5 business days to notify any “person who provided any item of information in dispute.”

I have also included my legal name, date of birth, and case information below so that you may locate and correctly update your records.

Client Name:

Date of Birth:

Granted Case Numbers:

Pursuant to the Fair Credit Reporting Act (FCRA), a consumer-reporting agency may be liable for damages for incorrectly reporting information that did not result in a conviction or for reporting information past the statutory period. Failure to update a record constitutes a willful violation of the FCRA. Pursuant to 15 USC §1681n(a), a victim of false reporting, such as myself, has the legal right to sue for actual damages, plus punitive damages, court costs, and attorney fees.

I request that you promptly remove the false criminal record(s) pertaining to my case from your database. Please confirm you have updated the record with a letter to the following address within 30 days of receipt of this letter.

Address: _____

Thank you for your timely consideration.

Sincerely,