

vs.

Case #: _____

Defendant

Notification of Sealing of Records by Qualified Third Party

After you have had your record sealed by the Court, private background check companies could still be reporting your criminal record for up to a year to potential employers, landlords or anyone else who purchases a background check on you.

The Ohio legislature passed a law (O.R.C. 109.38) which authorizes the Attorney General to select a vendor to instruct the background check companies to promptly remove your sealed records. The \$45.00 fee for this service is separate from the filing fee and is payable to the Clerk of Court when you apply for a record sealing.

How the Process Works

If the Court grants your request to seal your record and the \$45.00 is paid, the Court will notify the Law Firm of Higbee and Associates (RecordGone.com Division). Higbee and Associates will then promptly instruct the background check companies to remove your sealed record from all future background check reports. If your request to seal your record is denied, the \$45.00 fee for this service is returned to you by the Court.

To Learn More Or To Check On The Status Of Your Expedited Record Update Service

Go to <http://www.recordgone.com/erus>

In addition your application fee to have your record sealed in the Bowling Green Municipal Court, you can also request to have a third party company contact consumer reporting agencies that have databases that include publically available records of convictions of crimes and from which consumer reports are prepared pursuant to the Fair Credit Reporting Act (R.C. 2953.32, 2953.37, 2953.38 and 2953.53).

1. Cost to send notification of sealing of records to Higbee and Associates is \$45.00
2. This fee must be paid at the same time that you pay the application fee for the sealing of records.
3. The optional \$45.00 will be returned if your sealing of records is denied by the Judge

Notice Of Your Right To Opt Out

If you wish to opt out of this service, sign below and provide this document to the Clerk of Court when you file your request to seal your record.

I have read the above information and choose:

I agree to have my sealing sent to Higbee and Associates and **pay \$45.00**

I **opt out** to have my sealing sent to Higbee and Associates.

Signature

DISCLAIMER: If you **OPT IN** to this program with Higbee and Associates, the Bowling Green Municipal Court does not guarantee that every record of your case will be completely eradicated from all data repositories. If you have any questions or concerns regarding the effectiveness of this program, please contact Higbee and Associates at

<http://www.recordgone.com/erus>