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<p style="text-align: center;">ICJ Administrative Policy</p> <p style="text-align: center;">Juvenile Record Expungement</p>		<p style="text-align: right;">Dated: January 21, 2021</p> <p style="text-align: right;">Revised: January 25, 2024</p>	

I. Authorization

Article III (F) of the Interstate Compact for Juveniles (ICJ), in relevant part, provides: “The executive committee shall oversee the day-to-day activities of the administration of the compact managed by an executive director and Interstate Commission staff; administers enforcement and compliance with the provisions of the compact, its by-laws and rules, and performs such other duties as directed by the Interstate Commission or set forth in the by-laws.”

ICJ Rule 3-101 provides: “States shall use the electronic information system approved by the Commission to facilitate the supervision, travel notices, and return of juveniles pursuant to the Interstate Compact for Juveniles.”

II. Policy


This policy provides guidelines and procedures for expunging juvenile records from the Commission’s electronic information system. A juvenile record is defined in this policy as a juvenile master file or a case within a juvenile master file. Expungement is defined in this policy as deleting a juvenile master file and/or case, and any associated documents.

Upon receipt of a court order or memorandum consistent with state law, transfer of supervision and travel permit cases may be expunged by a request from the adjudicating state, and return cases may be expunged by a request from the home/demanding state.

When an expungement request is received for a case and the juvenile master file has no other cases present, the juvenile master file will be expunged. When a juvenile master file contains multiple cases from different adjudicating or home/demanding states, an expungement request only applies to the case(s) for which the adjudicating or home/demanding state submits a request. Under no circumstance will a record be expunged by request from a non-adjudicating or holding state.

III. Responsibility

Commissioners, Compact Administrators, Designees, and Deputy Compact Administrators from an adjudicating or home/demanding state are responsible for submitting expungement requests to the National Office.

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The National Office will expunge the juvenile record(s) from the Commission’s electronic information system in accordance with this policy and will keep a record of all expungement requests received.

IV. Procedures

- A. A Commissioner, Compact Administrator, Designee, or Deputy Compact Administrator from an adjudicating or home/demanding state will submit expungement requests using the Expungement Request Form on the Commission’s website to include the following information:
 1. Juvenile Full Name,
 2. Juvenile Date of Birth,
 3. Juvenile Master File Number,
 4. Juvenile Case Number(s), and
 5. Court Order or memorandum authorizing the record expungement.

- B. The National Office will expunge the record from the Commission’s electronic information system within five (5) business days and will notify the requestor and the non-adjudicating or holding state who is party to the case when the request is fulfilled.

- C. Upon receiving the notification, the non-adjudicating or holding state who is party to the case shall follow their state's policies and procedures and follow-up directly with the other state's ICJ Office as needed.