



Yolo County Public Defender
Fighting for Justice

COUNTY OF YOLO

Public Defender's Office
Tracie Olson, Public Defender
Record Mitigation Clinic

814 North Street
Woodland, CA 95695
Telephone No.: (530) 666-8165
Fax.: (530) 666-8405

RECORD MITIGATION PROJECT APPLICATION

Thank you for contacting the Yolo County Public Defender's Office Record Mitigation and Community Reintegration Clinic. We assist individuals in clearing or reducing past criminal convictions to remove barriers to employment, housing, and community participation. We are committed to providing legal assistance, advocacy, and support toward your successful reintegration into the community.

This application packet includes a checklist of all required documents and instructions for completing each step of the process. Applicants must provide a completed intake form, service eligibility form, RAP sheet, personal declaration, and two-to-three character-reference letters. A checklist has been provided to help ensure that all required documents are submitted together, as incomplete applications will not be reviewed or processed. The supplemental instructions included in this packet offer detailed guidance for preparing the declaration and character-reference letters, which are essential components of the petition and help the court understand your progress, rehabilitation, and reasons for seeking relief.

Once a complete application packet is received, the clinic will review your materials to determine eligibility for Public Defender services and assess whether you qualify for the record relief you are seeking. Please note that eligibility for representation by the Public Defender's Office does not guarantee that you qualify for the specific form of legal relief requested. Each application is evaluated individually based on your criminal record, the type of relief sought, and applicable law. If additional information or documentation is needed, you will be contacted before your petition is filed.

Please note that production time fluctuates based on current workload and additional time may be required to prepare petitions if documents are incomplete or more information is needed from you. If this timeline does not meet your immediate needs, our office can provide you with a list of private attorneys and non-profit agencies who may have more flexibility to handle your request. We appreciate your patience as we work hard to meet the needs of all those seeking assistance with record mitigation in Yolo County.

Submit your complete application packet by email to Record.Mitigation@YoloCounty.gov or deliver by mail or in person to: Yolo County Public Defender's Office, Attn: Record Mitigation Clinic, 814 North Street, Woodland, CA 95695. For follow-up questions, please email the record mitigation clinic at Record.Mitigation@YoloCounty.gov.

RECORD MITIGATION CHECKLIST

Please make sure all required documents are included before submitting. Incomplete applications will not be reviewed or processed.

Required Documents (All Applicants Must Submit)

- ☐ **Record Mitigation Intake Form**
Complete all sections of the intake application form.
 - ☐ **Service Eligibility Form for Public Defender Services**
This form determines eligibility for assistance from the Public Defender's Office.
 - ☐ **Copy of Your RAP Sheet (Criminal Record)**
Obtain your RAP sheet through a Live Scan fingerprint submission with the California Department of Justice (DOJ). Include a copy of your RAP sheet with your packet.
 - ☐ **Personal Declaration**
Write a declaration describing your rehabilitation and reasons for requesting record mitigation.
 - ☐ **Two to Three Character-Reference Letters**
Letters should describe your character, rehabilitation, and community involvement.
-

Optional Supporting Documents (Recommended if Available)

- ☐ Certificates from educational, job training, or rehabilitation programs
 - ☐ Diplomas, awards, or recognitions
 - ☐ Proof of employment or job offers
 - ☐ Volunteer or community service documentation
 - ☐ Letters of recommendation or other documents showing rehabilitation or good character
 - * **Do not submit** personal identification documents (driver's licenses, ID cards, Social Security cards, etc.) unless specifically requested.
-

All required documents must be submitted together. Incomplete applications will not be reviewed or processed. Applications missing any required document will be returned as incomplete until all materials are received.



COUNTY OF YOLO

Public Defender's Office
Tracie Olson, Public Defender
Record Mitigation Clinic

Yolo County Public Defender
Fighting for Justice

814 North Street
Woodland, CA 95695
Telephone No.: (530) 666-8165
Fax.: (530) 666-8405

RECORD MITIGATION INTAKE FORM

Personal Information

Last Name*		First Name*		Middle Name	
Other Names Used (maiden name, alias, etc.)				Are you a Veteran?	
				Yes: ☐ No: ☐	
Birth Date*	Driver's License/Cal ID #* (if available)	SSN#* (if available)		Are you a natural-born U.S. Citizen*	
If not a natural-born U.S. Citizen, what is your immigration status?* Citizenship status does not negatively impact eligibility for record mitigation.					
☐ Naturalized ☐ Permanent Resident ☐ Temporary ☐ DACA ☐ Undocumented					

Contact Information

Mobile Phone*		Alternate Phone		E-mail Address*	
Street Address* (mailing address)		City*		State*	Zip Code*

Case Information

Fill in as much information as you can, but do not be discouraged if you do not know the answers. We will assist you in figuring out your record.

Case Number	Case Type	Sentence

Additional Information

	Yes	No	I don't know
Are you currently on informal probation, formal probation, post release community supervision, mandatory supervision, or parole on any case in Yolo County or any other place?	☐	☐	☐
Do you have any new charges pending against you in Yolo County or any other place?	☐	☐	☐
Do you have convictions in any other county or state, or any federal convictions?	☐	☐	☐

I would like help with:			
Expungement/Dismissal of a Conviction	☐	Sealing an Adult Arrest Record	☐
Reducing a Felony to a Misdemeanor	☐	Juvenile Adjudication/Sealing ONLY	☐
Early Termination of Probation	☐	FireCamp Relief (AB 2147)	☐
Certificate of Rehabilitation	☐	Immigration Relief	☐
PC290 Relief (Sex Offender Registration)	☐	Firearm Rights Restoration	☐
Human Trafficking Victim Conviction Relief	☐	Other	☐
Correcting Errors in my California DOJ (criminal history) report	☐		

- Check all that may apply. Do not be concerned if you do not know what to ask for. We will review your record and advise you of your eligibility. For more information on the different types of relief available, please visit our website at: yolocounty.gov/Expungement

If you selected "Other" or you are unsure what type of relief you are seeking, please describe your request:
Why are you requesting help? Provide any additional information you want the attorney to know about your situation:

Please read and initial the following:

- _____ I understand that I may not be eligible for the relief I am requesting.
- _____ I understand that I must meet certain income requirements to qualify for the services of the Public Defender and I may be asked to provide detailed documents and information about my income and expenses.
- _____ I understand that I may be asked to provide additional documents after I submit this application and no petition will be filed on my behalf until I provide all documents requested.
- _____ I understand that information about my criminal history may be obtained using the personal identifying information I have provided in this application.
- _____ I understand that it can take several months for a petition to be filed and judgment on the petition to be entered by the court.
- _____ I understand it may take several additional months for my records to be updated by the California Department of Justice (DOJ).

Signature: _____ Date: _____



Yolo County Public Defender
Fighting for Justice

COUNTY OF YOLO

Public Defender's Office
Tracie Olson, Public Defender
Record Mitigation Clinic

814 North Street
Woodland, CA 95695
Telephone No.: (530) 666-8165
Fax.: (530) 666-8405

SERVICE ELIGIBILITY FORM

PERSONAL INFORMATION

Name:		Date of Birth:
Street Address:		CA Driver's License:
City:	Zip Code:	Phone #:
Email:		
Residence Type: ☐ I own my home ☐ I currently rent ☐ Public Housing ☐ I am currently unhoused		
Other housing: _____		

DEPENDENTS

Marital Status: ☐ Married ☐ Separated ☐ Legally Single	If "yes," number of children: _____
Do you have minor children?	Ages of children: _____

RESOURCES

Do you receive Social Security Income (SSI) or Social Security Disability Income (SSDI)?	☐ Yes ☐ No
In the last year months, have you been unemployed for 6 months or more?	☐ Yes ☐ No
Do you have a severe financial hardship which prevents you from meeting your financial obligations? (i.e. difficulty paying rent, affording groceries or transportation, etc.?)	☐ Yes ☐ No
If you answered "yes," please provide a brief description of your financial hardship: _____ _____	

MONTHLY INCOME

Occupation:	Payment Frequency: ☐ Weekly ☐ Bi-Weekly ☐ Monthly
Employer:	Gross Pay: \$ _____
Employer Address:	Take Home Pay: \$ _____
Public Benefits (check all that you already receive): ☐ CalFresh ☐ CalWorks ☐ VA ☐ Unemployment ☐ SSI ☐ SSDI	
Other Forms of Income (check all that you receive): ☐ Child Support ☐ Spousal Support ☐ Pension/Retirement ☐ Trust	
How often do you receive the other income? ☐ Weekly ☐ Bi-weekly ☐ Monthly	Amount: \$ _____

MONTHLY EXPENSES			
Housing: \$ _____		Child Care: \$ _____	
Utilities: \$ _____		Child Support: \$ _____	
Food: \$ _____		Medical Insurance: \$ _____	
Car Payment/Insurance: \$ _____		Other Monthly Expenses: \$ _____	
ASSET INFORMATION			
Cash on hand: \$ _____		Checking Acct: \$ _____	Savings Acct: \$ _____
Asset Type	Description (including physical address for real estate)		Total Value
Automobile(s):			\$ _____
Real Estate Value:			\$ _____
Other Asset Value:			\$ _____
DEBT INFORMATION			
Debt Type	Description	Creditor	Payment Amount
Auto Loan:			\$ _____
Property Taxes:			\$ _____
Credit Cards:			\$ _____
Student Loans:			\$ _____
Court Fines and Fees:			\$ _____
Court Restitution:			\$ _____
Other Debt:			\$ _____
CERTIFICATION			
Under penalty of perjury, I certify the information provided above to be truthful and accurate. I will provide supporting documentation required including but not limited to pay checks, bank statements, lending statements, or other evidence to demonstrate income, expense, assets, or liabilities, as needed. Printed Name: _____ Signature: _____ Date: _____			

HOW TO REQUEST A COPY OF YOUR RAP SHEET

1. The most complete criminal record is a Department of Justice (DOJ) Criminal History Summary Records Report — also known as a "RAP Sheet." A RAP sheet is your "Record of Arrests and Prosecutions." All California arrests, detentions, citations, and convictions are listed on a DOJ RAP Sheet.

- How to get a DOJ rap sheet:

- All California Applicants must submit Live Scan fingerprints.*

1. Use the Live Scan Form (Form BCIA 8016RR) found in English and Spanish on the State of California DOJ website. Scan this code or visit the following website to access these forms:

<https://oag.ca.gov/fingerprints/record-review>



* Additional information is also available for out-of-state residents.

2. Check "Record Review" as the "Type of Application."
3. Enter "Record Review" on the "Reason for Application" line.
4. Fill out all your personal information.
5. Take the completed form to any Live Scan site for fingerprinting services.

- Fingerprinting services are available at most local police departments, sheriff's offices, or any public applicant Live Scan site. To find the sites nearest to you, their fingerprint rolling fees, and acceptable methods of payment, scan this code or visit the following website:

<https://oag.ca.gov/fingerprints/locations>



- Fees: There is a fee to do the Live Scan fingerprints and another \$25 fee to request the DOJ RAP sheet. If you are low-income, you can ask the DOJ to waive the DOJ fees before you go to the Live Scan place. If the DOJ agrees to waive your fees, you will still need to pay the Live Scan fee. To get a DOJ fee waiver, please read the next page.
- Timing: It will take approximately 1-4 weeks to receive your RAP sheet. Your RAP sheet will usually be delivered to you by the DOJ electronically to the email address submitted on your application.

HOW TO REQUEST A DOJ FEE WAIVER

The Department of Justice (DOJ) charges \$25 to request your DOJ rap sheet. Individuals who are low-income can ask the DOJ to waive the fee. Find out if you are eligible and complete a request for fee waiver form by scanning this code or visiting this website: <https://oag.ca.gov/fingerprints/record-review/fee-waiver>



You can also file a request for a fee waiver by mail. This handout describes how to get a DOJ Fee Waiver through the mail in three easy steps.

STEP 1: Get proof that you have low-income. The only kind of proof that the DOJ accepts is proof that you get government benefits for people who are low-income. Any of the benefits below are proof that you are low-income.

- Copy of a Medi-Cal Card
- Copy of a Letter from SSI or Social Security or the VA, showing monthly grant
- Copy of a Letter from EDD (Unemployment or State Disability), showing monthly grant
- Copy of a Letter from CalWORKs, CalFresh (Food Stamps), or General Relief, showing monthly grant

STEP 2: Sign the “Declaration of Indigence” on the next page. Indigence means low-income.

STEP 3: Mail your low-income proof and signed declaration of indigence to:

State of California, Department of Justice
Bureau of Criminal Identification and Information (BCII)
PO Box 903417
Sacramento, CA 94203-4170

After you have mailed the fee waiver application, you should get a DOJ Record Request Form in the mail. If you do not receive the DOJ Record Request Form within 2 weeks, call the DOJ at (916) 227-3835 to check on the status of your fee waiver application.

If the DOJ approves your fee waiver request, they will mail you a pre-printed DOJ Record Request form. Once you get that form, you are now ready to go to the Live Scan place to do your fingerprints and request your DOJ rap sheet. Here is what you need to do, step-by-step:

1. Fill-in all your personal information on the pre-printed DOJ Record Request Form
2. Take the completed form, along with a valid photo ID and the fingerprinting fee to a local Live Scan place. The Live Scan fingerprinting fee varies by location.

TO BE MAILED TO:
State of California, Department of Justice
Bureau of Criminal Identification and Information (BCII)
PO Box 903417
Sacramento, CA 94203-4170

**APPLICATION FOR WAIVER OF FEE
TO OBTAIN CRIMINAL HISTORY RECORD**

DECLARATION OF INDIGENCE

I, the undersigned, declare that I am unable to pay the fee to obtain a copy of my criminal history records without impairing my obligation to meet the common necessities of life.

My current address is:

Street City State Zip Code

I declare under the penalty of perjury that the forgoing is true and correct and was at:

_____, California,
City

On _____.
Date

Attached is verification of proof of indigence as required by California Penal Code § 11123.

PRINT NAME : _____

SIGNATURE: _____

SUPPLEMENTAL DOCUMENT INSTRUCTIONS

CLIENT DECLARATION

Please Read Carefully

Most record mitigation petitions are discretionary, meaning the judge has the authority to decide whether granting the petition serves the *interests of justice*. To support your request, it's important to explain why you are seeking to have your record cleared and to show the court why you merit this relief. We do this by submitting a personal declaration on your behalf.

A **declaration** is your opportunity to share your story directly with the court. It allows you – the petitioner – to describe your background, growth, and rehabilitation efforts in your own words. The declaration serves as the key piece of evidence and is filed as an exhibit alongside the petition.

Instructions For Writing a Declaration

Please follow these instructions when writing your declaration. Answer all the questions below in your paragraphs and give specific information and examples when possible. Please write at least 3-5 sentences in each paragraph.

1. Introduction
 - Write the date.
 - Address the letter: "To Whom It May Concern,"
2. First Paragraph
 - Introduce yourself and give a brief description of your conviction(s) and when it/they occurred. You can state the conviction(s) generally (such as burglary, arson, DUI, etc.) and provide the approximate month and year.
 - Were you experiencing anything significant at the time of your conviction(s), such as homelessness, poverty, addiction, abuse, trauma, or grief?
 - Were you young, immature, or generally making poor decisions at the time?
 - Explain anything else about your life at the time of your conviction(s).
 - How did these factors in your life and environment contribute to your conviction(s)?
3. Second Paragraph
 - How is your life different since your last conviction?
 - Do you have a family? Spouse? Kids? How are they involved in your life?

- Explain the jobs, programs, activities, volunteer work, community service, church or faith communities you have been involved in.
 - What did you do in those programs and what did you learn?
 - What enjoy about this work/program?
4. Third Paragraph
- When you think back, is there a certain time in your life (“light bulb” moment) that made you change how you were approaching things?
 - What happened and how did it impact you?
 - Express the remorse or regret you feel for your actions.
5. Fourth Paragraph
- Address any violations of probations.
 - Address any additional interaction with law enforcement following probation or your release from jail/prison.
 - Have you paid your fines and fees? If not, are you making payments or intend to make payments on your fines and fees?
6. Fifth Paragraph
- What goals are you working on achieving in your life right now?
 - How are you working on achieving your goals?
 - What motivates you?
 - Who has influenced you?
 - Who is in your support network and will help you succeed?
7. Sixth Paragraph
- Why do you want to clear your record?
 - How will clearing your record change your life or help you?
8. Closing
- Please finish your declaration by respectfully stating your request.
 - End your declaration with the statement: “I declare under penalty of perjury that the foregoing is true and correct.”
 - Write: “Sincerely,”
 - Print your full name and sign your declaration.
-

CHARACTER-REFERENCE LETTERS

Please Read Carefully

Character-reference letters give others the opportunity to speak on your behalf and share their perspective on who you are. These letters can describe your character, family life, community or religious involvement, personal or professional goals, and the steps you’ve taken to achieve them.

Character-reference letters may be written by **anyone who knows you well**, such as family members, friends, neighbors, clergy, church members, employers, coworkers, teachers, case managers, or sponsors. The most effective letters come from people who can describe your growth, highlight your positive qualities, and explain why you deserve to have your record cleared.

Instructions For Writing Character-Reference Letters

Please tell the person who is writing your letter to follow these instructions. They should answer all the questions below and give specific information and examples when possible. They should write at least 3-5 sentences in each paragraph.

1. Introduction
 - Write the date.
 - Address the letter: "To Whom It May Concern,"
2. First Paragraph
 - Introduce yourself to the judge.
 - Explain how you know the person who is trying to clear their record.
 - Indicate how long you have known this person.
3. Second Paragraph
 - What are the positive character traits of the person who is trying to clear their record? For example, are they honest, trustworthy, and/or hardworking?
 - What stories about this person demonstrate his or her positive qualities?
4. Third Paragraph
 - What makes this person a positive member of your community, family, agency, organization, or workplace?
 - What contributions does this person make?
5. Fourth Paragraph
 - What are specific things this person does well?
 - What personal growth or transformation have you seen in this person?
6. Fifth Paragraph
 - Why do you think the judge should clear this person's record?
 - How do you think clearing their record would improve this person's life?
7. Closing:
 - Write: "Sincerely,"
 - Print and sign your full name.
 - Include your phone number and any other contact information.

ADDITIONAL SUPPORTING DOCUMENTS

Please Read Carefully

You may also submit additional documents to the court that demonstrate your rehabilitation, highlight your positive character traits, or help explain why granting your request would be in the interest of justice. While these documents are not required, they can provide valuable context and additional support for your record mitigation petition.

These documents will be filed as an exhibit with your petition. **Documents with personal identifying information** (bank statements, tax returns, copies of social security cards, driver's licenses, ID cards, etc.) **should not be submitted.**

Examples of documents you can include:

- Copies of certificates from programs you have completed
- Copies of diplomas from school you have completed
- Copies of awards you have received
- Copies of newspaper articles you have been featured in
- Any other documents that display your good character traits
- Job offers or rejection letters – *Conditional job offer letters can be especially helpful!*

Occasionally, your attorney may request specific documentation from you. Those documents will be discussed with you directly.

SUBMISSION INSTRUCTIONS

Submit your complete application packet by email, mail, or in person to:

Email: Record.Mitigation@YoloCounty.gov

Mail or Deliver To: Yolo County Public Defender's Office
Attn: Record Mitigation Clinic
814 North Street
Woodland, CA 95695
