

Instructions for completing
Petition to Expunge
(NHJB-2619-P)

Form use. This petition is necessary when a person wants to remove the founded report against them from the Bureau of Elderly & Adult Services (BEAS) State Registry.

Top part of form

- COURT NAME:** Enter the name of the county probate court where the document will be filed. (example: Belknap County Probate Court; Rockingham County Probate Court).
- CASE NAME:** Enter the name of the person who wants their name removed from the registry.
- CASE NUMBER:** Leave blank if not yet assigned by court OR fill in case number if it is known.

Numbered part of form

1. **Petitioner Name** is the name of the person filing the petition. Enter that person's name and **date of birth**. Enter the complete **residence** address including zip code. Enter the complete **mailing address, if different**, with zip code. Enter telephone numbers for both home and work.
2. Enter the **Victim's Name** from the founded report that is being requested to be removed from the state registry. Enter the **county** where the abuse, neglect or exploitation occurred.
3. Enter the **date of the finding by BEAS**. That date can be found on the petitioner's copy of that founded report. Check off the appropriate box or boxes to indicate whether the report was related to abuse, neglect and/or exploitation.
4. Fill in the **date** that the name of petitioner was listed on the Bureau of Elderly & Adult Services State Registry. One of the conditions must apply. Check off the box that meets the condition.
5. Prior to filing this petition, the petitioner must have completed a criminal record check of themselves, and attached a certified copy of that record to this petition.
6. The Petitioner swears that since the date listed in #4, there have been no other findings of abuse, neglect and/or exploitation.
7. The Petitioner may attach additional information for the court to consider with this petition.
8. Petitioner must explain why he/she does not pose a threat to the safety of individuals.
9. Petitioner must explain the efforts the petitioner has taken to eliminate the likelihood that the behavior that led to their name on a founded report being put on the state registry will not recur.

Signature section

The petitioner is required to send a copy of the petition to Bureau of Elderly & Adult Services State Registry at the address shown on the form.

This form must be signed in the presence of a Notary Public or Justice of the Peace. They will complete the section immediately following your signature. You will sign the form on the **Petitioner Signature** line, and date it in the appropriate space to the left.

Order

This section will be completed by the judge once the document is filed with the court and reviewed in detail by the judge.