



Transforming our community for 30 years

GEORGIA JUSTICE PROJECT – CRIMINAL RECORDS PROGRAM

Georgia Justice Project may be able to assist you with:

- Restriction (Expungement) and Sealing
- Corrections
- First Offender issues
- Retroactive First Offender
- Housing Denials based on your record
- Pardons

Georgia Justice Project assists individuals actively trying to find employment or housing, but having difficulties because of a Georgia criminal history. **We can only help with arrests that occurred in Georgia.**

To apply complete the following steps:

Step 1: Obtain a copy of your GCIC (Georgia Crime Information Center) criminal history, ideally a **Purpose Code U**. You can obtain a **Purpose Code U** from the following two locations. A Purpose Code E is also acceptable, which you can request from any law enforcement agency in Georgia.

Chamblee Police Department	Georgia Crime Information Center
<u>Address:</u> 3518 Broad Street Chamblee, GA 30341	<u>Address:</u> 3121 Panthersville Road Decatur, GA 30037
<u>Phone:</u> (770) 956-1068	<u>Phone:</u> (404) 244-2639
<u>Hours:</u> Monday – Friday 8:00am – 6:00pm	<u>Hours:</u> Monday – Friday 9:00am – 4:00pm (closed 1-2pm for lunch)
<u>Cost:</u> \$10	<u>Cost:</u> \$10

Georgia Justice Project will request a copy of your GCIC for you if:

- You are homeless and provide us with a verification letter (fee waived)
- You may have a warrant (\$10 fee, paid by cash or money order)
- You are out of state (\$10 fee, paid by money order only)

Step 2: Once you have your GCIC, call our intake line to schedule an appointment at

404-827-0027, ext. 238.

Step 3: Come to your appointment and **bring your GCIC and any of the following that you have**

- Dispositions or other court documents
- Private background check
- Housing or employment denials

If you have to cancel your appointment please let us know at least 24 hours in advance by calling 404-827-0027, ext. 238.