



## Sample Letter to Request Mugshot Removal

*You must send this letter via certified mail with return receipt requested, or statutory overnight delivery.*

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(Date)

(Website name)

(Address of website company)

To Whom It May Concern:

I am writing to request the removal of my arrest booking photograph posted on your website at (website address) pursuant to O.C.G.A. §10-1-393.5. Georgia law requires that you remove an arrest booking photograph if the arrest is eligible to be restricted or has been restricted within 30 days of the subject individual sending a written request.

O.C.G.A. §10-1-393.5 states the following: "Any person who is engaged in any activity involving or using a computer or computer network who publishes on such person's publicly available website a subject individual's arrest booking photograph for the purposes of commerce shall be deemed to be transacting business in this state. Within 30 days of the sending of a written request by a subject individual, including his or her name, date of birth, date of arrest and name of the arresting law enforcement agency, such person shall, without compensation, remove from such person's website the subject individual's arrest booking photograph... Without otherwise limiting the definition of unfair and deceptive acts or practices under this part, a failure to comply with this paragraph shall be unlawful."

My arrest is eligible to be restricted and/or has been restricted. I am providing below the required information to remove the photograph. Please see O.C.G.A. §35-3-37 for restriction eligibility.

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date of Arrest: \_\_\_\_\_

Arresting Agency: \_\_\_\_\_

I expect that my arrest booking photograph will be removed from the website (website address) by (date 30 days from sending). Failure to comply shall be unlawful and subject to civil and criminal penalty under Georgia law.

Sincerely,

(Name)