

NAME / COMPANY: _____ STREET ADDRESS: _____ CITY, STATE, ZIP _____ TELE./FAX NUMBER: _____ CONTACT/ EMAIL ADD. _____	NY STATEWIDE SEARCH PAGE : _____ OF _____ DATE: _____ E- MAIL MAIL PICKUP <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	OFFICIAL USE ONLY
--	---	-------------------

NO	LAST NAME (TYPE OR PRINT IN CAPITALS)	FIRST NAME (TYPE OR PRINT IN CAPITALS)	MI	SUFFIX	DOB MM/DD/YYYY		FOR YOUR USE
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Email Address: Provide your email address if you like search results emailed to you

Statewide Search: The electronic statewide search includes all 62 counties of the State of New York

Inquiries regarding criminal disposition data should be directed to OCA's Criminal History Record Search Unit at (212) 428-2943 between the hours of 10:00 and 4:00 pm. Requests for copies of the Criminal History Record Search application and our FAQ can be made to OCA's Intake Unit at (212) 428-2810 or you can download the form(s) from the New York State Court's website at: www.nycourts.gov/apps/chrs

IMPORTANT: Please read the CHRS FAQ for information relating to the accuracy and completeness of the CHRS results.



STATE OF NEW YORK
UNIFIED COURT SYSTEM
OFFICE OF COURT ADMINISTRATION
26 BEAVER STREET
NEW YORK NEW YORK 10004
(212) 428-2810

JONATHAN LIPPMAN
Chief Administrative Judge

ANN T. PFAU
Deputy Chief Administrator

LAURA WEIGLEY ROSS
Assistant Deputy Chief Administrator
Office of Administrative Services

CRIMINAL HISTORY RECORD SEARCH PROGRAM

Effective 7/14/2003, the Office of Court Administration (OCA) of the State of New York in an effort to provide our customers with a complete and comprehensive criminal history record search (CHRS) is expanding the program from a 13 county search to STATEWIDE. The fee for an individual STATEWIDE record search is \$65.00. This procedure is as follows:

1. Complete the Criminal History Record Search (CHRS) application form by indicating name, address and phone number of the person or company submitting application.
2. Include the individual's full name and date of birth you want searched. Applications with unclear or omitted information will be rejected. Each alias and each date of birth is counted as an additional search.
3. A sample CHRS application is on the reverse side of this notice.
4. The results of this process are NOT certified and should not be confused with a "Certificate of Disposition" which can only be issued by a court.

PROGRAM FEE:

The fee is \$65.00 for Statewide search. Please make checks or money orders payable to the N.Y.S. Office of Court Administration. Cash will not be accepted. A \$20.00 returned check charge will be imposed on items returned by the bank.

FILING INSTRUCTIONS:

Applications may be filed in person weekdays 9:30 a.m. to 4:30 p.m. at-

NYS Office of Court Administration
Office of Administrative Services
Criminal History Record Search
25 Beaver Street (RM 840- Front Counter)
New York, New York 10004

Applications that are hand delivered by 11:30 a.m. will be completed by 4:30 p.m. the next business day.

Applications filed by mail must include a self-addressed postage paid envelope to receive the criminal history search results.

PICK-UP INSTRUCTIONS:

Hand delivered applications for subsequent pick up must include a self-addressed envelope indicating "Hold For Pick-Up." Blank application forms can be picked up at the same address listed above between the hours of 11:00 a.m. and 4:30 p.m.

CHRS INQUIRIES:

Inquiries regarding criminal disposition data should be directed to OCA's Criminal History Record Search Unit at (212)428-2943 between the hour, of 10:00 am and 4:00 pm. Requests for additional copies of the Criminal History Record Search application should be made to OCA's CHRS Intake Unit at (212) 428-2810.