



**NEW YORK STATE UNIFIED COURT SYSTEM
OFFICE OF COURT ADMINISTRATION
COURT OFFICER STAFFING & SECURITY SERVICES
APPLICANT VERIFICATION UNIT
25 Beaver Street - Room 1053
New York, New York 10004
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NOTICE TO CANDIDATE

In your Personal History Questionnaire booklet, Section V, ARREST AND SUMMONS RECORD, you **Must**:

List **ALL** arrests and summonses, Desk Appearance Tickets, cases which may have resulted in Youthful Offender Treatment, cases which were Dismissed, Sealed, Adjourned in Contemplation of Dismissal, or otherwise disposed of, and all cases still pending. List these arrests, summonses, and Desk Appearance Tickets whether they occurred in New York State or any other jurisdiction.

This information **Must** be listed regardless of any advice you may have received from your attorney or any other person.

If you have never been arrested, or received a summons, or Desk Appearance Ticket, enter "none".

Print Name _____

Signature _____

Date _____

