

Criminal Certificate of Disposition Request Form

To:

Number & Street:

City, State & Zip:

Phone:

Complete the information below to request a Criminal Certificate of Disposition. You can either bring your form and payment to the court in person or send it to the court by mail. The fee for a Criminal Certificate of Disposition is five dollars (\$5) per certificate requested. Payments accepted by mail include a Cashier's Check or Money Order. We do not accept credit card payments over the phone. **Do not send cash in the mail.**

Requestor Information	
Name:	Date of Request:
Address:	Phone:
	Email:
I am the: <input type="radio"/> Defendant (must provide photo ID) <input type="radio"/> Defendant's Agent (must provide defendant's written authorization) <input type="radio"/> Defense Attorney <input type="radio"/> Prosecutor <input type="radio"/> None of the Above	
For Defendant or Defendant's Agent ONLY: <input type="checkbox"/> I am requesting a certificate that includes information that may be sealed to the public. Requests for sealed records must include a notarized signature and copy of valid photo identification. (See notarization section below).	
I represent [if none, leave blank]: <input type="radio"/> OCFS <input type="radio"/> OMH <input type="radio"/> OPWDD <input type="radio"/> FBI/NICS	
Delivery of Certificate of Disposition: <input type="radio"/> Mail to the above address <input type="radio"/> Pick up at court when notified	

Defendant Information			
Name	First:	Middle:	Last:
AKA(s)			
Date of Birth	Sex: <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Unknown		

Case Identifiers (You MUST provide at least one of the following case identifiers unless you are the Defendant or Defendant's Agent.)	
Docket, Indictment, or SCI Number	
IDV Number	
Arrest Number	
Order of Protection Number	
Certificate of Disposition Number	
Criminal Justice Tracking Number (CJTN)	
Complaint Number	
Ticket Number	

Other Identifiers (You MAY provide other identifiers if known. This is optional.)			
NYSID Number			
Partial Docket Number			
DMV ID Number			
Arrest Date	or Date Range	from	to
Incident Date	or Date Range	from	to
Address			
License Plate Number			
Charges			
Other			

NOTE: Individuals or agencies requesting a Criminal Certificate of Disposition or other criminal case information must provide at least one of the primary case identifiers above to identify the specific case containing the information. If you are unable to provide at least one primary case identifier or if you are requesting information this court is unable to provide, you may be referred to the court system's Criminal History Record Search Unit.

NOTARIZATION SECTION:

Signature of person requesting certificate: _____ Date: _____
 Sworn to before me this _____ day of _____, 20____ Signature of Notary Public: _____

For Court Use Only			
<input type="radio"/> YES <input type="radio"/> NO <i>Form completed</i>	<input type="radio"/> YES <input type="radio"/> NO <i>Photo ID provided</i>		
<input type="radio"/> YES <input type="radio"/> NO <i>Primary case identifier provided</i>	<input type="radio"/> YES <input type="radio"/> NO <i>Authorization provided (Defendant's Agent only)</i>		
<input type="radio"/> YES <input type="radio"/> NO <i>Fee paid</i>			
<i>If YES, specify payment method:</i>	<input type="radio"/> Cash <input type="radio"/> Credit Card <input type="radio"/> Certified Check # _____	<input type="radio"/> Money Order# _____	
<i>If NO, specify reason:</i>	<input type="radio"/> Fee Exempt Agency <input type="radio"/> _____		
<i>Version provided:</i>	<input type="radio"/> Public <input type="radio"/> Non-Public <input type="radio"/> Qualified Agency <input type="radio"/> None		