

Criminal Certificate of Disposition Request Form

To: _____ **Court**
 Number & Street: _____
 City, State & Zip: _____
 Phone: _____

NOTE: The name, address and phone number of the court can be found by selecting the County and Court Type in the Court Locator at: <http://www.nycourts.gov/courts/index.shtml>

Complete the information below to request a Criminal Certificate of Disposition. You can either bring your form 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) in courts located outside New York City or ten dollars (\$10) in courts located in New York City's five boroughs. Contact the court to ask what payment methods are accepted. Do not send cash in the mail.

Requestor Information	
Name:	Date of Request:
Address:	Phone:
	Email:
I am the: Defendant (must provide photo ID) Defendant's Agent (must provide defendant's written authorization) Defense Attorney Prosecutor None of the Above	
<i>For Defendant or Defendant's Agent ONLY:</i> I am requesting a certificate that includes information that may be sealed to the public.	
I represent [<i>if none, leave blank</i>]: OCFS OMH OPWDD FBI/NICS	
Delivery of Certificate of Disposition: Mail to the above address Pick up at court when notified	

Defendant Information			
Name	First:	Middle:	Last:
AKA(s)			
Date of Birth		Sex:	Male Female Unknown

Case Identifiers (<i>You MUST provide at least one of the following case identifiers unless you are the Defendant or Defendant's Agent.</i>)	
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 (<i>You MAY provide other identifiers if known. This is optional.</i>)				
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.

For Court Use Only					
YES	NO	Form completed	YES	NO	Photo ID provided
YES	NO	Primary case identifier provided	YES	NO	Authorization provided (Defendant's Agent only)
YES	NO	Fee paid			
If YES, specify payment method:		Cash Credit Card	Certified Check # _____	Money Order# _____	
If NO, specify reason:		Fee Exempt Agency	Poor Person Order	Fee Determined by County Clerk	
		Other: _____			
Version provided:		Public Non-Public	Qualified Agency	None	