

FAMILY COURT OF THE STATE OF NEW YORK  
COUNTY OF NASSAU  
1200 Old Country Road  
Westbury, NY 11590  
Records Department Fax # (516) 571-9320

NCFC Court Records Request by Mail or Fax Form

Pursuant to Family Court Rules, access to family court records is limited. If you are not a party to the case, you may not be entitled to any documents from the record.

**Person Requesting Court Records:**

Name: _____	Address: _____ _____	Telephone #: _____
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**Case Information:**

Petitioner's Name: _____	File #: _____	Child's(ren's) Name(s) & Date(s) of Birth: _____/_____/_____ _____/_____/_____ _____/_____/_____ _____/_____/_____
Date of Birth: ____/____/____	Docket #: _____ _____	

Respondent's Name: _____	What documents are you requesting? (example: custody petition dated 10/10/2000 or support order dated 10/10/2000): _____ _____ _____
Date of Birth: ____/____/____	Dated ____/____/____ Dated ____/____/____ Dated ____/____/____

Do you require the requested document to be certified? \_\_\_\_\_ .

Sworn to before me this \_\_\_\_\_ \*  
day of \_\_\_\_\_, 20\_\_\_\_

\* \_\_\_\_\_  
Signature

\_\_\_\_\_  
Notary Public

\*Note: A request for records submitted to the court by mail or by fax must be notarized.  
If you are the attorney of record, only a signature is required.