ONEONTA CITY COURT
Public Safety Building
81 Main Street
Oneonta, New York 13820
Phone: (607) 432 4480
Fax: (607) 432 2328
Hours: 8:00 a.m. to 4:00 p.m.

ONEONTA CITY COURT
RECORD SEARCH & CERTIFICATES OF DISPOSITION INFORMATION

Thank you for your inquiry regarding availability of record searches and Certificates of Disposition from Oneonta City Court.

Oneonta City Court can conduct a search for local records. For criminal charges, Oneonta City Court will search for Violation level offenses and local law violations. The cost of a criminal violation search at Oneonta City Court is $5.00 for every consecutive two year period you specify. Another option is to check with the arresting agency and obtain date of offense and charge.

Criminal History Searches (Misdemeanor and Felony level charges) in New York State, are conducted through the Office of Court Administration's Criminal History Search Unit. They can be reached at (212) 428-2810. You may wish to contact them for more specific information regarding the case in question (date and place of the offense, exact charges...) and then direct inquiries to the court of jurisdiction for the case.

Once a specific Oneonta City Court case is located, a Certificate of Disposition is available for $5.00.

Please complete and return the enclosed form with proper payment and a SASE to expedite return of the results. If you are requesting sealed or youthful offender information, the form must be signed by the defendant and the defendant's signature must be notarized. All requests must be mailed to the Court. Faxed or e-mailed requests will not be honored.

Turnaround time for searches and Certificates of Disposition will vary, based upon the number of years requested and the nature of the media upon which the record is stored. Requests will be performed as quickly as possible while conforming to the operational needs of the court. Generally, please allow 10-15 business days for the processing of your request.

Should you have any questions, please contact the Court.

RELEASE OF INFORMATION- Request for Certificate of Disposition, Court Copies

The undersigned HEREBY AUTHORIZES the **ONEONTA City Court** to release any and all information concerning any arrests of record occurring in the City of Oneonta, New York, including, but not limited to, any records which may be sealed under CPL 160.50 (Dismissed in the Interest of Justice), CPL 160.55 (Conviction to a Non-Criminal Offense), or CPL 720 (Youthful Offender) and hold harmless and indemnify said court for release of such information.

Complete all sections below unless otherwise directed

1. Name of Requestor: _____

   I ☐ am ☐ am not the defendant in this case

   Requestor's Address: (street,city,state & zip code):

   Requestor's Daytime Telephone No _____

2. Specifically, I am requesting a (check all that apply):

   ☐ Certificate of Disposition ($5.00 each document*)
   (Unauthorized requests will indicate "No Record Found")

   ☐ Certified Copies ($6.00 per document)

   ☐ Copy of the court file, accusatory instrument(s) ($.65 / page, $1.30 min, $40 max*)

   ☐ Violation- level Criminal History Search ($5.00 for each 2 consecutive years specified)
   Years Requested: _____

   *** Payment must be by Certified Bank Check or Money Order, MasterCard or Visa. Personal or Business Checks are not accepted.** **** Provide the Court with a self-addressed, stamped envelope if Certificate/copies are to be returned via mail.***

3. **Provide the following:** Defendant's name:_____

   Defendant's Date of Birth: _____

   (Approximate) date of offense or arrest _____

   Docket No. **(if available)**_____

   Charges listed on the accusatory instrument:_____

   (If the record is not located from the information provided, the court will not conduct any further searches. A statewide Criminal History Search and requisite fee will be required)

4. I further authorize the Oneonta City Court to release the above information **directly** to:

   If you are the defendant and wish the information to be returned to you, enter your name and address. If you are a third party or the defendant releasing directly to a third party, enter that information. If the matter is a Youthful Offender sealed case, the information will only be released to the defendant)

   Name: _____

   Address: _____

   City/St/Zip_____

5. _____ _____

   (Defendant's OR Requestor's Signature before a Notary Public) (Print Full Name)

STATE OF NEW YORK :
COUNTY OF : SS.:

On this _____ day of _____, 20____, before me, the subscriber, personally appeared _____ to me personally known and known to me to be the same person described in and who executed the within instrument, and _he duly acknowledged to me that _he executed the same.

_____ My Commission Expires: _____

NOTARY PUBLIC

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CREDIT CARD AUTHORIZATION FORM FOR SEARCH FEES
ONEONTA CITY COURT

THIS FORM MUST BE COMPLETED IN FULL. If any information is missing - it will be returned to you.

DO NOT FAX or E-MAIL THIS FORM. THE COURT WILL NOT ACCEPT AUTHORIZATIONS VIA FAX or E-MAIL.

PLEASE REFER TO THE RECORD SEARCH APPLICATION/PACKET FOR THE FEES OR CALL THE COURT AT 607-432-4480 BETWEEN THE HOURS OF 8:00 AM AND 3:45 PM

NAME ON CARD:*	
TYPE OF CARD: ☐ **VISA** ☐ **MASTERCARD**	
CARD NUMBER ___ ___ ___ ___/___ ___ ___ ___/___ ___ ___ ___/___ ___ ___ ___	
V-CODE FROM SIGNATURE STRIP:	**DAYTIME TELEPHONE NUMBER FOR CARDHOLDER:**
EXPIRATION DATE:	
DEFENDANT NAME:	**Amount to be charged: $_____**
FEE TYPE: (check one): ☐ Non-fingerprintable Search ☐ Certificate of Disposition ☐ Copies ☐ Certified Copy ☐ Other:	
SIGNATURE OF CARDHOLDER:	

I authorize the Oneonta City Court to charge my credit card for the amount indicated above.

INDIVIDUALS USING CORPORATE CARDS MUST PROVIDE DOCUMENTATION ON COMPANY LETTERHEAD THAT THEY ARE AUTHORIZED TO USE SAID CARD.** ***IF FILING IN PERSON, YOU MUST BRING THIS AUTHORIZATION WITH YOU OR THE COURT WILL NOT ACCEPT THE CREDIT CARD.

IF THE CARDHOLDER IS NOT THE INDIVIDUAL REQUESTING THE INFORMATION, THE CARDHOLDER MUST ATTACH A COPY OF HIS/HER PHOTO DRIVER'S LICENSE OR OTHER PHOTO I.D.** ***IF FILING IN PERSON, CARDHOLDER MUST BE PRESENT OR THE COURT WILL NOT ACCEPT THE CREDIT CARD.

THIS **ORIGINAL AUTHORIZATION** MUST BE INCLUDED WITH YOUR APPLICATION.

Oneonta City Court
81 Main Street
Oneonta, NY 13820

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