

RELEASE OF INFORMATION and RECORD SEARCH

The undersigned HEREBY AUTHORIZES the Cortland City Court to release any and all information concerning any arrests of record from the Cortland City Court 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 the court for release of said information.

Complete all 5 sections below unless otherwise directed
Your Signature Must Be Notarized

1. Name: _____ [] am [] am not the defendant in this case.

[] I can provide the DOCKET NUMBER _____ (go to section 2 - 5)
(If the docket number is not provided, a search for a non-fingerprintable record can be commenced by checking the next box in Section 1 and paying the required fee.)

[] I can NOT provide the docket number and I was NOT fingerprinted on the case which was commenced in the Cortland City Court (complete sections 1 and 5)
I am requesting a search of years: _____ (\$5 for each two consecutive years)*

[] I can NOT provide a docket number and I was fingerprinted on the case which was commenced in the Cortland City Court (Do NOT proceed any further, you must conduct your search through the OCA Criminal History Search Unit at www.nycourts.gov/apps/chrs/ or contact the Clerk of the Court for the application)

(If a fingerprintable record is located during the non-printable record search, the search fee paid to the Court can not be refunded and a statewide Criminal History Search will be necessary through the Criminal History Search unit, at a cost of \$52, for you to obtain the date and/or docket number. The record can not be released by the individual court until a date or docket number is provided by you to the Court. The Court is prohibited from conducting a fingerprintable record search. To conduct a printable record search, contact the OCA Criminal History Search Unit at www.nycourts.gov/apps/chrs/ or the Clerk of the Court for the application process)

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

[] Certificate of Conviction / Disposition (\$5.00 each document)*

[] I understand that I must provide a pre-addressed stamped envelope.

3. (Defendant request only) If it is determined that the record is sealed pursuant to CPL 160.50 or 160.55

I [] do [] do not wish the charge for which I was arrested be listed on the certificate of disposition. (for further information, please inquire to the Court)

4. I further authorize the Cortland 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 and have provided a pre-addressed stamped envelope for this purpose.

Name: _____
Address: _____ City/St/Zip _____

5. _____ (Signature before a Notary Public) _____ (Print Full Name)
Date of Birth: _____ Daytime Telephone No _____

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

* Cash (if appearing in person), Money Orders and Credit Cards (Visa or MasterCard) are acceptable forms of payment. Personal Checks are not accepted.

CORTLAND CITY COURT, 25 COURT STREET, CORTLAND, NY 13045

To pay by credit card (Visa or MasterCard only) complete the following:

I agree to pay \$ _____, for docket _____.

Card type: ___ Visa ___ Mastercard Expiration Date ___/___

Card #: _____

Print name as issued on card

Signature of Cardholder

Day phone # of cardholder

If cardholder is other than the defendant, submit a clear photocopy of photo identification with signature