

RELEASE OF INFORMATION and RECORD SEARCH



If you are not the defendant complete sections 1 & 2 below if you are the defendant you must complete all sections. Your signature must be notarized

1. Requestor Name: \_\_\_\_\_ am am not the defendant in this case. If not the defendant list the name of the person you are wishing to search: \_\_\_\_\_

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

I can NOT provide the docket number and request a non-fingerprintable (violation) record search of the records at Cortland City Court. I am requesting a search of years: \_\_\_\_\_ (\$5 for each two consecutive years)

I can NOT provide a docket number and require a criminal record search of fingerprintable charges on case(s) which 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 \$65, 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)\* Record Search listing only no certification with out seal I understand that I must provide a pre-addressed stamped envelope

Signature of requestor if other than defendant: Date: Contact information STATE OF NEW YORK COUNTY OF 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

(Defendant request only) 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 as specifically indicated in the release section below:

3. If it is determined that the record is sealed pursuant to CPL 160.50, 160.55 or 720. 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 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 defendant must have provided a pre-addressed stamped envelope for this purpose.

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City/St/Zip \_\_\_\_\_

5. (Defendant's Signature before a Notary Public) (Print Full Name) Date of Birth: \_\_\_\_\_ Daytime Telephone No \_\_\_\_\_

STATE OF NEW YORK COUNTY OF 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\*\***