

Oneida City Court

108 Main Street, Oneida, NY 13421 phone: (315) 266-4740 email: oneidacitycourt@nycourts.gov

Criminal Certificate of Disposition Request Form

Requestor Information		
Requestor	Name:	Date of Request:
	Address:	Phone:
		Email:
Role	<input type="checkbox"/> I am the Defendant or the Defendant's Agent	
	<input type="checkbox"/> As the Defendant or his/her Agent, I am requesting a certificate that includes information that may be sealed pursuant to CPL 160.50, 160.58, 720.15, 720.35 (Include Written Authorization)	
	<input type="checkbox"/> I am NOT the Defendant	
	I Represent: <input type="checkbox"/> OMH <input type="checkbox"/> OPWDD <input type="checkbox"/> FBI/NICS <input type="checkbox"/> OCFS	
Delivery	<input type="checkbox"/> Please mail to the above address	<input type="checkbox"/> I will pick up the certificate when notified
Court Use	<input type="checkbox"/> F <input type="checkbox"/> N <input type="checkbox"/> P <input type="checkbox"/> NP <input type="checkbox"/> QA	

Defendant Information			
Name (Required)	First:	Middle:	Last:
AKA	First:	Middle:	Last:
Date of Birth	Month:	Day:	Year:
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown		

Case Identifiers (Non-Defendant Requestors Must Identify at Least One)							
Docket Number							
Legacy Docket Number / IDV Number							
Arrest Number							
Order of Protection Number							
Certificate of Disposition Number							
Criminal Justice Tracking Number (CJTN)							
Complaint Number							
Ticket Number							
Other Identifiers (if available)							
NYSID Number							
Partial Docket Number							
DMV ID Number							
Arrest Date or Date Range	Month:	Day:	Year:	(From) Month:	Day:	Year:	(to) Month: Day: Year:
Incident Date or Date Range	Month:	Day:	Year:	(From) Month:	Day:	Year:	(to) Month: Day: Year:
Address							
License Plate Number							
Charges							
Other							

Note: Individuals or agencies requesting a Criminal Certificate of Disposition or other information contained in the records of a criminal action **must** provide the necessary case identifiers for court staff to identify the specific case or record where the information is contained. If you are unable to provide these necessary case identifiers or if you require information this court is unable to provide, you may be referred to the NYS Office of Court Administration's Criminal History Record Search Unit.