



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 Requester: _____

I am am not the defendant in this case

Requesters Address: _____

City: _____ State: Zip:

Requesters 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: _____ State: Zip:

5. _____
(Defendant's OR Requesters 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.

NOTARY PUBLIC My Commission Expires: _____

DO NOT RETURN THIS SEARCH TO THE COURT - PLEASE SEE FILING INSTRUCTIONS

CRIMINAL HISTORY RECORD SEARCH PROGRAM
STATE-WIDE SEARCH

The New York State Office of Court Administration (OCA) provides a New York Statewide criminal history record search (CHRS) for a fee of \$52.00. The search criteria is strictly based on exact match of Name and DOB (variations of Name or DOB are not reported.) The search includes data from all 62 counties pertaining to convictions and open/pending cases originating from City & County courts. Town & Village criminal disposition data is limited.

This procedure is as follows:

1. Complete the Criminal History Record Search (CHRS) Application form by indicating the name, address, and phone number of the person or company submitting the form.
2. Include the individual's full name and date of birth you want searched. Applications with unclear or omitted information will be rejected. Each alias and each date of birth is counted as an additional search.
3. The results of this process are NOT certified and should not be confused with a "Certificate of Disposition" which can only be issued by a court.

PROGRAM FEE:

The fee is \$52.00 for Statewide search. Please make checks or money orders payable to the N.Y.S. Office of Court Administration. Cash will not be accepted. A \$20.00 returned check charge will be imposed on items returned by the bank.

1. FILING INSTRUCTIONS:

Applications may be mailed to, or filed in person weekdays 9:30 a.m. to 4:30 p.m., at:

NYS Office of Court Administration
Office of Administrative Services
Criminal History Record Search
25 Beaver Street - Room 840 - Front Desk
New York, NY 10004

Applications that are hand delivered by 11:30 a.m. in most cases are completed by 4:30 p.m. of the next business day.

Applications filed by mail must include a self-addressed postage paid envelope to receive the criminal history search results.

PICK-UP INSTRUCTIONS:

Hand delivered applications for subsequent pick up must include a self-addressed envelope indicating "Hold For Pick-Up." Blank application forms can be picked up at the same address listed above between the hours of 11:00 a.m. and 4:30 p.m.

CHRS RESULTS:

The results of the search can be *picked up, mailed* (include a self-addressed stamped envelope) or *emailed* (include an email address on the application form)

CHRS INQUIRIES:

Inquiries regarding criminal disposition data should be directed to OCA's Criminal History Record Search Unit at (212) 428-2943 between the hours of 10:00 a.m. and 4:00 p.m.

WEBSITE: www.nycourts.gov/apps/chrs

NEW YORK STATE OFFICE OF COURT ADMINISTRATION RECORD SEARCH FOR CONVICTION AND PENDING

NAME / COMPANY: _____		STATEWIDE SEARCH		OFFICIAL USE ONLY			
STREET ADDRESS: _____		PAGE: _____ OF _____					
CITY, STATE, ZIP _____		DATE: _____					
TELE./FAX NUMBER: _____		E-MAIL <input type="checkbox"/> MAIL <input type="checkbox"/> PICKUP <input type="checkbox"/>					
CONTACT/EMAIL ADD. _____							
NO	TYPE OR PRINT IN CAPITALS LAST NAME, FIRST NAME & INITIAL	D.O.B.	For Your Use	NO	TYPE OR PRINT IN CAPITALS LAST NAME, FIRST NAME & INITIAL	D.O.B.	For Your Use
1				11			
2				12			
3				13			
4				14			
5				15			
6				16			
7				17			
8				18			
9				19			
10				20			

Email Address: Provide your email address if you like search results emailed to you

Statewide Search: The electronic statewide search includes all 62 counties of the State of New York. Inquiries regarding criminal disposition data should be directed to OCA's Criminal History Record Search Unit at (212)428-2943 between the hours of 10:00 and 4:00 pm. Requests for additional copies of the Criminal History Record Search application can be made to OCA's CHRS Intake Unit at (212) 428-2810 or you can download the form from the New York State Court's website: www.nycourts.gov

NEW YORK STATE OFFICE OF COURT ADMINISTRATION RECORD SEARCH FOR CONVICTION OF PROSECUTION AND PENDING

STATEWIDE SEARCH

OFFICIAL USE ONLY

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NAME / COMPANY: PHILIP J. ANDERSON

STREET ADDRESS: 120-35 73RD AVENUE

CITY, STATE AND ZIP: FOREST HILLS, NY 11357

TELEPHONE/FAX NUMBER: (718)275-0665 / (718)275-0655

CONTACT /EMAIL ADDR: PANDERSON@CRIMSEARCH.NET

PAGE: 1 OF 1

DATE: 6/22/2003

E-MAIL MAIL PICKUP

NO	TYPE OR PRINT IN CAPITALS LAST NAME, FIRST NAME & INITIAL	D.O.B.	For Your Use	NO	TYPE OR PRINT IN CAPITALS LAST NAME, FIRST NAME & INITIAL	D.O.B.	For Your Use
1	MILLER, JOHN H.	2/09/1951		11			
2	LEWIS, SHERRY M.	6/25/1980		12			
3	MITCHELL, ROBERT P.	3/10/1964	5	13			
4	BLAND, JOSE G.	9/23/1975		14			
5				15			

SAMPLE

6 Instructions for completing OCA's Criminal History Record Search (CHRS) Application

7 No.1 Individual or Company is required to complete this section.

8 No.2 Specify number of pages, the date of submission, and if you prefer the results of the search emailed, picked up or returned to you by mail (if by mail, include a self addressed stamped envelope.)

9 No.3 Receipt information is stamped on the upper right hand corner showing date of request and job number. Phone inquiries regarding your CHRS request status can be expedited if you have your JOB NUMBER available.

10 No.4 Print (clearly) or type the full name (last name first) and date of birth of the person you want searched.

11 No.5 This section is provided for customer use.

Email Address: Provide your email address if you like search results emailed to you

Statewide Search: The electronic statewide search includes all 62 counties of the State of New York

Inquiries regarding criminal disposition data should be directed to OCA's Criminal History Record Search Unit at (212)428-2943 between the hours of 10:00 and 4:00 pm. Requests for additional copies of the Criminal History Record Search application can be made to OCA's CHRS Intake Unit at (212) 428-2810 or you can download the form from the New York State Court's website: www.nycourts.gov.