



ONEONTA CITY COURT
Public Safety Building
81 Main Street
Oneonta, New York 13820

Phone: 607-376-5380
Fax: 1-646-963-643
Hours: 8:30 a.m. to 4:30 p.m.

Hon. Robert A. Gouldin

Chief Clerk
Christine Haynes

Certificate Of Disposition

A certificate of disposition is an official court document affixed with the Court Seal that indicates the disposition of the case.

Along with your application and payment we require a copy of your license.

The fee for a certificate is \$5.00 and the required fee must be paid in cash, money order, or certified bank check made payable to Oneonta City Court.

If you choose to have your certificate mailed to you, please include a self addressed stamped envelope.

Effective April 1, 2021, a service fee will be assessed on all credit card payments. Should you wish to pay by credit card, this form of payment may be made only in person.

The Court will not prepare a Certificate of Disposition in advance of the receipt of the proper fee.

If a case is sealed and you are the defendant, proper proof of identification and a notarized statement will be required to prepare the Certificate of Disposition. If a record is sealed and you are not the defendant or do not have the written permission of the defendant for the release of information, the Court can not acknowledge that a record exists (CPL 160.50) If a defendant is adjudicated a Youthful Offender, information is not available to the defendant without a formal motion to the Court requesting release of information (CPL 720.35)

Please complete the Criminal Certificate of Disposition Request Form and Defendant Authorization to Include Sealed Information on Criminal Certificate of Disposition.

If you do not comply with the above requirements, your application shall be returned to you and must be re-submitted to the Court.

Criminal Certificate of Disposition Request Form

To: Oneonta City Court
Number & Street: 81 Main Street
City, State & Zip: Oneonta, NY 13820
Phone: (607) 376-5380

Complete the information below to request a Criminal Certificate of Disposition. You can either bring your form and payment to the court in person or send it to the court by mail. The fee for a Criminal Certificate of Disposition is five dollars (\$5) per certificate requested. Payments accepted by mail include a Cashier's Check or Money Order. We do not accept credit card payments over the phone. **Do not send cash in the mail.**

Requestor Information	
Name:	Date of Request:
Address:	Phone:
	Email:
I am the: <input type="radio"/> Defendant (must provide photo ID) <input type="radio"/> Defendant's Agent (must provide defendant's written authorization) <input type="radio"/> Defense Attorney <input type="radio"/> Prosecutor <input type="radio"/> None of the Above	
<i>For Defendant or Defendant's Agent ONLY:</i> <input type="checkbox"/> I am requesting a certificate that includes information that may be sealed to the public. Requests for sealed records must include a notarized signature and copy of valid photo identification. See attached notarization sheet.	
I represent [<i>if none, leave blank</i>]: <input type="radio"/> OCFS <input type="radio"/> OMH <input type="radio"/> OPWDD <input type="radio"/> FBI/NICS	
Delivery of Certificate of Disposition: <input type="radio"/> Mail to the above address <input type="radio"/> Pick up at court when notified	

Defendant Information			
Name	First:	Middle:	Last:
AKA(s)			
Date of Birth		Sex: <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Unknown	

Case Identifiers (You MUST provide at least one of the following case identifiers unless you are the Defendant or Defendant's Agent.)	
Docket, Indictment, or SCI Number	
IDV Number	
Arrest Number	
Order of Protection Number	
Certificate of Disposition Number	
Criminal Justice Tracking Number (CJTN)	
Complaint Number	
Ticket Number	

PRIMARY CASE IDENTIFIERS: You MUST fill in at least the name of the Charge and a range date of two years.				
NYSID Number				
Partial Docket Number				
DMV ID Number				
Arrest Date	or Date Range	from	to	
Incident Date	or Date Range	from	to	
Address				
License Plate Number				
Charges				
Other				

NOTE: Individuals or agencies requesting a Criminal Certificate of Disposition or other criminal case information must provide the CHARGE AND DATE RANGE above to identify the specific case containing the information. If you are unable to provide the CHARGE AND DATE RANGE or if you are requesting information this court is unable to provide, you may be referred to the court system's Criminal History Record Search Unit.

NOTARIZATION SECTION: SEE ATTACHED SHEET FOR NOTARY SIGNATURE

For Court Use Only				
<input type="radio"/> YES <input type="radio"/> NO <i>Form completed</i>	<input type="radio"/> YES <input type="radio"/> NO <i>Photo ID provided</i>			
<input type="radio"/> YES <input type="radio"/> NO <i>Primary case identifier provided</i>	<input type="radio"/> YES <input type="radio"/> NO <i>Authorization provided (Defendant's Agent only)</i>			
<input type="radio"/> YES <input type="radio"/> NO <i>Fee paid</i>				
<i>If YES, specify payment method:</i>	<input type="radio"/> Cash	<input type="radio"/> Credit Card	<input type="radio"/> Certified Check # _____	<input type="radio"/> Money Order# _____
<i>If NO, specify reason:</i>	<input type="radio"/> Fee Exempt Agency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>				
<i>Version provided:</i>	<input type="radio"/> Public	<input type="radio"/> Non-Public	<input type="radio"/> Qualified Agency	<input type="radio"/> None

