



NEW YORK STATE

Unified Court System

Office of Court Administration
25 Beaver Street
New York, N.Y. 10004
(212) 428-2810
CHRS@nycourts.gov

Criminal History Record Search (CHRS) Application

The New York State Office of Court Administration (OCA) provides a New York Statewide criminal history record search (CHRS) for a fee of \$95.00. You can submit a CHRS application in person at 25 Beaver Street, by mailing in a CHRS application form, or via our on-line 'Direct Access' program. The search criterion is strictly based on an **exact match of the Name and DOB** submitted (variations of Name and DOB are not reported). Background checks for companies are also part of the CHRS program. The search results are public records relating to open / pending and convictions of criminal cases originating from County/Supreme, City, Town and Village courts of all 62 counties. Sealed records are not disclosed. Town and Village data is limited (see CHRS FAQs).

The New York Statewide CHRS report has the following limitations and restrictions:

1. The CHRS report is based on an 'exact match' of Name and DOB. Any 'variation' of the individual's Name and DOB is not considered a match.
2. The CHRS report is subject to non-disclosure of certain case dispositions due to NYS Office of Court Administration's policies (e.g., Misdemeanor Redemption, non-criminal offense cases) or sealed records under NYS law.
3. Town Court and Village Court disposition data is not available for the period May 1991 through 2002. Town and Village disposition data from 2002 through 2007 is limited.
4. In accordance with the Youthful Offender Legislation CPL720.15(1), the NY Statewide CHRS report will not report pending criminal cases categorized as Youthful Offender Eligible.
5. Criminal cases 'Transferred' or 'Removed' (CPL 725) to Family Court are not reported.
6. Criminal disposition information which appears on the NYS CHRS Report is as complete and accurate as the 'electronic data' furnished to the NYS Office of Court Administration.
7. The CHRS report is **not a 'nationwide' background check nor is it an 'FBI' background check**.
8. The results of the NY Statewide CHRS search are **not certified**. A Certificate of Disposition is provided only by the court of adjudication.
9. The CHRS report does not include case dispositions for individuals whose only conviction was a single misdemeanor more than ten years prior to the date of request (**Misdemeanor Redemption Policy**).
10. The CHRS report does not include case dispositions for 'non-criminal offenses' (e.g., Violations, Infractions).
11. The CHRS report does not include Family, Civil, or Federal court case information.

As an FYI, the NYS Office of Court Administration provides online access to various other court related data e.g., WebCivil Local, WebCivil Supreme, WebCrims, WebFamily, and WebHousing. Check our 'e Courts' page on the NYS Court's website at www.nycourts.gov for additional information.

Frequently asked Questions (*) 'FAQs' 2
 Criminal History Search Application Form 3
 Instructions for completing CHRS Application 4

*** Please read 'FAQs' regarding the accuracy and completeness of the CHRS report.**

Division of Administrative Services Criminal History Record Search (CHRS) Program

FAQ's "Frequently Asked Questions"

- **What information is required when conducting a criminal history record search (CHRS)?**

The NYS Office of Court Administration (OCA) requires the individual's Full Name and Date of Birth.
- **How does OCA's Criminal History Record Search program work?**

Complete the CHRS application form which can be downloaded from the NYS Courts website: www.nycourts.gov/apps/chrs. Print the full name and date of birth of the individuals you want searched. Submit the application with a check or money order made out to the NYS Office of Court Administration. The search mechanism is based on finding an EXACT match of the actual name and date of birth of the individual searched. The individual's middle initial is not used as part of the search mechanism. Any variation of either the Name or DOB in the database is not considered a match and is not reported. Searches can also be requested for business entities
- **How can I submit a CHRS request to OCA?**

There are several ways to submit. You can download a copy of the CHRS application form used to request searches via the New York State Court's website: www.nycourts.gov/apps/chrs. The request can be mailed (include a self addressed stamped envelope if you like results mailed back), hand delivered, or submitted via OCA's on-line application called 'Direct Access'. Results can be emailed by specifying your preference and including your email address.
- **What is Direct Access?**

Direct Access is the NYS Office of Court Administration's (OCA) on-line Criminal History Record Search (CHRS) program where the general public can request a New York Statewide criminal background search. For more information, visit our website at: www.nycourts.gov/apps/chrs.
- **How many counties are included in the New York Statewide search?**

All of the State's 62 counties. Individual electronic county searches are not provided.
- **What kind of information is included in the statewide search?**

Conviction and pending records as it relates to felony and misdemeanor cases originating in Town and Village Courts, City, and County/Supreme Courts. Sealed records are not reported. As of July 20, 2007, data relating to noncriminal offenses (e.g., violations, infractions) will no longer appear as part of the CHRS Report. Cases processed in Town/Village Courts from 1991 to 2002 are not part of the NYS Office of Court Administration's criminal disposition database.
- **Why does OCA not provide information on violations and infractions?**

As a result of a recent case filed in a New York court, the Unified Court System has reviewed its policy regarding the contents of criminal history summaries that it provides to individuals and businesses upon their request and for a fee. The review has resulted in a change of policy to the extent that the summaries provided will report only convictions on charges that New York State law regards as crimes. Crimes are defined by New York State law as including misdemeanors and felonies only. Convictions on offenses classified as violations and infractions which are not "crimes" as defined by New York State law will no longer be reported unless the criminal history summary includes a misdemeanor or felony conviction for the same event.
- **Can courts request additional fees from customers who are pursuing incomplete case information reported via the CHRS program?**

Yes. The New York (OCA) Statewide CHRS program provides an "electronic" search of the NYS Court's criminal disposition database reporting the latest information supplied by the courts. If the CHRS report is incomplete and the customer decides to contact the court for additional information, the court, observing their individual operating guidelines, may legitimately request additional fees and instruct you to submit your inquiry by mail.
- **How far back are cases searched in each respective county?**

Refer to OCA's C.R.I.M.S (County) Data Chart
- **How often are cases updated?**

Within New York City, cases are updated approximately every 24 hours and outside NYC an average of once a week.
- **Is there a website with court addresses and phone numbers?**

Yes. The New York State Court's website: www.nycourts.gov/courts have information which provides court addresses and phone numbers (click Trial Courts or Town/Village Courts.)
- **What is the CHRS turnaround time for results?**

Upon receipt, CHRS results are completed within 48 hours. Customers who use 'Direct Access', OCA's online application, typically receive results within three to five hours.
- **How are dual or hyphenated surnames processed through the CHRS program?**

Names searched with a dual (e.g., Garcia Rivera, James) or hyphenated (e.g., Garcia-Rivera, James) surname will generate the following variations: with a hyphen (e.g., Garcia-Rivera), with a space (e.g., Garcia Rivera), and dual names together (e.g., GarciaRivera) Dual surnames are not automatically reconfigured and searched in its single format (e.g., Garcia-Rivera, James searched as Garcia, James and Rivera, James.)
- **How are surnames appearing with an apostrophe processed through the CHRS program?**

Names searched with surnames appearing with an apostrophe (e.g., O'Donahue) will generate the following variations: with an apostrophe (e.g., O'Donahue), with a space (e.g., O Donahue), and surname intact (e.g., ODonahue.)
- **How are names appearing with a suffix (e.g., Jr., III) processed through the CHRS program?**

Names searched with a suffix will prompt the following variations: with a suffix as entered (e.g., John Smith Jr.) and without (e.g., John Smith.) However, names searched without a suffix will not generate names appearing with a suffix in the database.
- **Are Town and Village courts criminal disposition data included in the NYS Statewide search?**

NYS Town and Village court dispositions are not available for the period May 1991 through 2002. As of April 2007, all Town and Village courts report to OCA. All City and County/Supreme courts, within the 62 counties, are required to report criminal disposition data to the NYS Office of Court Administration.
- **Are the CHRS results provided by the Office of Court Administration certified?**

No. However, you can contact the court of origination and request a Certificate of Disposition for a nominal fee. A Certificate of Disposition is an official court document affixed with the Court Seal reflecting the disposition of the case. Court Locations and phone numbers are available on the New York State Court's website: www.nycourts.gov/courts.
- **What days of the year is the NYS Office of Court Administration's CHRS Unit closed for business?**

The holiday schedule for the NYS Office of Court Administration is available via the New York State Court's website: www.nycourts.gov/admin (click Office of Court Administration, select Holiday Schedule.)

NAME / COMPANY: _____ STREET ADDRESS: _____ CITY, STATE, ZIP _____ TELE./FAX NUMBER: _____ CONTACT/ EMAIL ADD. _____	NY STATEWIDE SEARCH	OFFICIAL USE ONLY
	PAGE : _____ OF _____ DATE: _____	
	E- MAIL MAIL PICKUP <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

NO	LAST NAME (TYPE OR PRINT IN CAPITALS)	FIRST NAME (TYPE OR PRINT IN CAPITALS)	SUFFIX	DOB MM/DD/YYYY		FOR YOUR USE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

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 9:30 and 4:30 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/apps/chrs

Instructions for completing the New York State, Office of Court Administration's Criminal History Record Search (CHRS) Application

- 1** Customer is required to complete this section.
- 2** Specify number of pages, date submitted, and if you prefer the results of the search emailed or returned to you by mail (if by mail, include a self addressed stamped envelope), or picked up.
- 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 the Job Number available.
- 4** Print (clearly) or type the required information in each column - Last Name, First Name, do not include Middle Initial, Suffix (e.g., Jr., III), and Date of Birth. The blank column is for future use. Please note the search mechanism is based on finding an exact match of the Name and DOB submitted.
- 5** This section is provided for customer use.

NEW YORK STATE OFFICE OF COURT ADMINISTRATION RECORD SEARCH FOR CONVICTION OF PROSECUTION AND PENDING Rev 5/07					
NAME / COMPANY: <u>PHILIP J. ANDERSON</u>			NY STATEWIDE SEARCH		OFFICIAL USE ONLY
STREET ADDRESS: <u>120-35 73RD AVENUE</u>			PAGE: _____ OF _____		# _____
CITY, STATE, Z: <u>OREST HILLS, NY 11357</u>			DATE: _____		=
TELE./FAX NUMBER: <u>(718)275-0665 / (718)275-0655</u>			E-MAIL MAIL PICKUP		
CONTACT/EMAIL ADD. <u>PANDERSON@CRIMSEARCH.NET</u>					
NO	LAST NAME (TYPE OR PRINT IN CAPITALS)	FIRST NAME (TYPE OR PRINT IN CAPITALS)	SUFFIX	DOB MM/DD/YYYY	FOR YOUR USE
1	<u>MILLER</u>	<u>JOHN</u>	<u>JR.</u>	<u>02/09/1951</u>	
2	<u>LEWIS</u>	<u>SHERRY</u>		<u>06/25/1980</u>	
3	<u>MITCHELL</u>	<u>ROBERT</u>	4 <u>III</u>	<u>12/10/1964</u>	
4	<u>BLAND</u>	<u>JOSE</u>		<u>10/03/1975</u>	5
5					
6					
7					
8					
9					
10					

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 9:30 and 4:30 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/apps/chrs

NOTE: See FAQ's "Frequently Asked Questions" on page 2.