

# Criminal Certificate of Disposition Request Form

## 9<sup>th</sup> Judicial District

| Requestor Information |   |   |
|-----------------------|---|---|
| Requestor             | Name:   | Date of Request:  |
|                       | Address:  | Phone:  |
|                       |   | Email:  |
| Role                  | <input type="checkbox"/> I am the Defendant or the Defendant's Agent  | ID Provided:  |
|                       | <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 <input type="checkbox"/> DA <input type="checkbox"/> Probation               |   |
| 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: |
| 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                        |   |
|---|---|
| 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.

**WRITTEN AUTHORIZATION**

I hereby give permission to for the City Court of \_\_\_\_\_

to release information concerning any and all arrest(s) in the above named Court, including traffic, misdemeanors and or violations, regardless of the convictions or dismissal (sealed).

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Dated: \_\_\_\_\_

If submitted in person, photo identification must be produced:

Type of ID: \_\_\_\_\_  
Copy attached

\_\_\_\_\_  
Clerk Signature

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Signature **MUST** be Notarized if the request is submitted by mail and when submitted by authorized agent.

STATE OF NEW YORK

**INDIVIDUAL VERIFICATION**

COUNTY OF \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ before me, the undersigned personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument the individual executed the instrument.

\_\_\_\_\_  
Notary Public

Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

## **Criminal Certificate of Disposition Instructions**

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

Individuals 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 obtained. 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.

The Court will not prepare a Certificate of Disposition in advance of the receipt of the proper fee. The required \$5.00 (per disposition) must be paid in cash or money order payable to the City Court. The court does **NOT** accept personal checks. There is an additional \$5.00 Search fee (per search) if you are unable to provide the docket number. You must provide the date of arrest for the search.

If a case is sealed and you are the defendant, proper proof of identification or a notarized statement will be required to prepare a Certificate of Disposition. If you are acting as an agent for an individual that has a sealed record, you must provide a notarized statement from the defendant indicating permission for the sealed record information to be released in the form of a Certificate of Disposition.

If a record is sealed and you are not the defendant or do not have the notarized written permission of the defendant for the release of the information, the Court cannot acknowledge that a record exists (Criminal Procedure Law 160.50)

### **To obtain a Certificate of Disposition:**

-Complete the Certificate of Disposition Request Form

-Include money order for 5.00 fee for each certificate payable to the City Court. If a search is required, please include an additional 5.00 for the Search Fee.

-If submitting by mail, include a self-addressed stamped envelope along with an original notarized written authorization.