

FAMILY COURT OF THE STATE OF NEW YORK
 COUNTY OF NASSAU
 1200 Old Country Road
 Westbury, NY 11590
 Records Department Fax # (516) 493-4039

NCFC Court Records Request by Mail or Fax Form

Pursuant to Family Court Rules, access to family court records is limited. If you are not a party to the case, you may not be entitled to any documents from the record.

Person Requesting Court Records:

Name: _____	Address: _____ _____	Telephone #: _____
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Case Information:

Petitioner's Name: _____	File #: _____	Child's(ren's) Name(s) & Date(s) of Birth: _____ / ____ / ____
Date of Birth: ____ / ____ / ____	Docket #: _____	_____ / ____ / ____
		_____ / ____ / ____
		_____ / ____ / ____

Respondent's Name: _____	What documents are you requesting? (example: custody petition dated 10/10/2000 or support order dated 10/10/2000): _____ Dated ____ / ____ / ____
Date of Birth: ____ / ____ / ____	_____ Dated ____ / ____ / ____
	_____ Dated ____ / ____ / ____

Do you require the requested document to be certified? _____.

Sworn to before me this _____ * _____ Signature
 day of _____, 20____

 Notary Public

*Note: A request for records submitted to the court by mail or by fax must be notarized.
 If you are the attorney of record, only a signature is required.