

RELEASE OF INFORMATION and RECORD SEARCH

The undersigned HEREBY AUTHORIZES the _____ Court to release any and all information concerning any arrests of record from the _____ Court 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 the court for release of said information.

Complete all 5 sections below unless otherwise directed

- 1. I [] am [] am not the defendant in this case and:
[] I can provide one or both of the following (complete all sections 1 - 5)
(Approximate) date (month & year) of offense or arrest [] / [] / [] Docket No. _____
(if the record is not located from the information provided, a search for a non-fingerprintable record can be commenced by checking the next box in Section 1 and paying the required fee.)
[] I can NOT provide an approximate date or docket number and I was NOT fingerprinted on the case which was commenced in the Oneonta City Court (complete sections I and 5)
I am requesting a search of years _____ (\$5 for each two consecutive years)-
[] I can NOT provide an approximate date or docket number and I was fingerprinted on the case which was commenced in the Oneonta City Court (Do NOT proceed any further, you must conduct your search through the OCA Criminal History, Search Unit at www.nycourts.gov/apps/chrs or contact the Clerk of the Court for the application)
(if a fingerprintable record is located during the non-printable record search, the search fee paid to the Court can not be refunded and a statewide Criminal History Search will be necessary through the Criminal History Search unit, at a cost of \$52, for you to obtain the date and/or docket number. The record can not be released by the individual court until a date or docket number is provided by you to the Court. The Court is prohibited from conducting a fingerprintable record search. To conduct a printable record search, contact the OCA Criminal History Search Unit at www.nycourts.gov/apps/chrs or the Clerk of the Court for the application process)

- 2. I am requesting a (check all that apply):
[] Certificate of Conviction / Disposition or certified copies (\$5.00 each document)*
[] Copy of the court file (\$.65 / page, \$1.30 min, \$40 max)*
[] Copy of the accusatory instrument(s) (\$.65 / page, \$1.30 min, \$40 max)*
[] I understand that I must provide a pre-addressed stamped envelope.

3. If it is determined that the record is sealed pursuant to CPL 160.55, I [] do [] do not wish the original charge(s) to appear in the Certificate of Conviction.

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
and have provided a pre-addressed stamped envelope for this purpose.

Name: _____ Address: _____
City/State/Zip _____ [] [] [] [] []

5. _____ (Signature before a Notary Public) _____ (Print Full Name)
Date of Birth: [] [] / [] [] / [] [] Daytime Telephone No () - _____

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: [] [] / [] [] / [] []

* Cash (if appearing in person) and Money Orders are the only acceptable forms of payment
Personal & Business Checks and Credit Cards are not accepted.