NEW YORK STATE OFFICE OF COURT ADMINISTRATION RECORD SEARCH FOR CONVICTION OF PROSECUTION AND PENDING

Rev 3/09

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NY STATEWIDE SEARCH

BATCH #:

PAGE : _____ **OF** _____

DATE: (2)

E- MAIL [X] **PICKUP** [ ]

OFFICIAL USE ONLY (3)

NO	LAST NAME (TYPE OR PRINT IN CAPITALS)	FIRST NAME (TYPE OR PRINT IN CAPITALS)	MI	SUFFIX	DOB MM/DD/YYYY		FOR YOUR USE
1	MILLER	JOHN		JR.	02/09/1951		
2	LEWIS	SHERRY	M		06/25/1980		
3	MITCHELL	ROBERT (4)	P	III	12/10/1964		
4	BLAND	JOSE	G		10/03/1975		(5)
5	HELSTROM	ANTHONY					
6							
7							
8							
9							
10							

SAMPLE

Instructions for completing OCA's (E-Mail) Criminal History Record Search (CHRS) Application

No.1 Individual or Company is required to complete this section.

No.2 Specify number of pages, the date submitted, and if you prefer the results of the search emailed, returned to you by mail (if by mail, include a self addressed stamped envelope), or picked up.

No.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.

No.4 Print (clearly) or type the required information in each column - Last Name, First Name, Middle Initials (If applicable), 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.

No.5 This section is provided for customer use.

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 10:00 and 4:00 pm. Requests for copies of the Criminal History Record Search application and our FAQ can be made to OCA's Intake Unit at (212) 428-2810 or you can download the form(s) from the New York State Court's website at: www.nycourts.gov/apps/chrs

IMPORTANT: Please read the CHRS FAQ for information relating to the accuracy and completeness of the CHRS results.