



**NEW YORK STATE UNIFIED COURT SYSTEM  
OFFICE OF COURT ADMINISTRATION  
COURT OFFICER STAFFING & SECURITY SERVICES  
APPLICANT VERIFICATION UNIT  
25 Beaver Street - Room 1053  
New York, New York 10004  
tel (212)428-2777  
fax (212)428-2778  
[avu@courts.state.ny.us](mailto:avu@courts.state.ny.us)**



To: Court Officer Candidates who have passed the Physical Ability Test  
From: Captain N. Ramirez  
Re: Background Screening Process

Congratulation on successfully completing the Physical Ability Test. You are now eligible to participate in the next stage of the screening process. On your appointment date you are to report at **8:30 AM** to:

**Applicant Verification Unit  
25 Beaver Street, Room 1053  
New York, N.Y. 10004**

You must bring with you the original and one copy, of each of the following items:

1. UF-1 Personal History Questionnaire Booklet. (This booklet must be downloaded by visiting [WWW.NYCOURTS.GOV/CAREERS/COT/PDFS/1.PDF](http://WWW.NYCOURTS.GOV/CAREERS/COT/PDFS/1.PDF). Booklet must be completed, signed and notarized by you. **EVERY QUESTION MUST BE ANSWERED** with the appropriate answer to include, where applicable, "yes", "no", "none", "does not apply", etc.
2. Birth Certificate. Certified copy, with a seal.
3. Naturalization Papers, if you are a naturalized citizen.
4. Social Security Card.
5. Driver's License(s), from all States in which you are licensed and your vehicle registration card.
6. High School Diploma; or Equivalency Diploma with test scores. Originals only. Photocopies are **NOT** acceptable.
7. Proof of current New York State Residency. Bring two (2) or more documents which have your name, address and date.
8. **U.S. Postal Money Order** in the exact amount of \$75 made payable to: NYS Unified Court System. **(Immediately following your interview with the Applicant Verification Unit, you will be directed to report to the NYS Court Officers Academy for fingerprinting. Directions will be provided)**
9. One (1) "Forever #10 Regular Stamped Envelope" from USPS.
10. Three (3) Passport sized photographs. Photos must be recent and of yourself only.
11. DD-214 and Discharge Papers, if you have military service.

**YOU MUST COME DRESSED IN A BUSINESS SUIT.** Please be on time for your appointment. Candidates who are late or dressed inappropriately will be turned away.

**You must call to confirm your appointment.**