



New York State Unified Court System

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Criminal History Record Search

FAQ's

What information is required when conducting a criminal history record search (CHRS)?

The NYS Office of Court Administration (OCA) requires the individual's Full Name and Date of Birth.

How does OCA's Criminal History Record Search program work?

Complete the CHRS application form which can be downloaded from the NYS Courts web site (www.nycourts.gov/apps/chrs) Print the full name and date of birth of the individuals you want searched. Submit the application with a check or money order made out to the NYS Office of Court Administration. The search mechanism is based on finding an EXACT match of the actual name and date of birth of the individual searched. The individual's middle initial is not required and does not impact the accuracy of the search. Any variation of either the Name or DOB in the database *is not considered a match and is not reported*.

How can I submit a CHRS request to OCA?

There are several ways to submit. You can download a copy of the CHRS application form used to request searches via the New York State Court's web site: www.nycourts.gov/apps/chrs. The request can be mailed (include a self addressed stamped envelope if you like results mailed back), hand delivered, or submitted via OCA's on-line application called 'Direct Access' (need to qualify.) Results can be emailed by specifying your preference and including your email address.

How many counties are included in the New York Statewide search?

All of the State's 62 counties. Individual electronic county searches are not provided.

What kind of information is included in the statewide search?

Conviction and pending records as it relates to felony and misdemeanor cases originating in Town and Village Courts, City, and County/Supreme Courts. Cases processed in Town/Village Courts from 1991 to 2002 are not part of the NYS Office of Court Administration's criminal disposition database.

Why does OCA not provide information on violations and infractions?

As a result of a recent case filed in a New York court, the Unified Court System has reviewed its policy regarding the

COURTS

LITIGANTS

ATTORNEYS

JURORS

JUDGES

CAREERS

SEARCH

contents of criminal history summaries that it provides to individuals and businesses upon their request and for a fee. The review has resulted in a change of policy to the extent that the summaries provided will report only convictions on charges that New York State law regards as crimes. Crimes are defined by New York State law as including misdemeanors and felonies only. Convictions on offenses classified as violations and infractions which are not "crimes" as defined by New York State law will no longer be reported unless the criminal history summary includes a misdemeanor or felony conviction for the same event.

Can courts request additional fees from customers who are pursuing incomplete case information reported via the CHRS program?

Yes. The New York (OCA) Statewide CHRS program provides an "electronic" search of the NYS Court's criminal disposition database reporting the latest information supplied by the courts. If the CHRS report is incomplete and the customer decides to contact the court for additional information, the court, observing their individual operating guidelines, may legitimately request additional fees and instruct you to submit your inquiry by mail.

How far back are cases searched in each respective county?

Refer to OCA's [C.R.I.M.S. \(County\) Data Chart](#)

How often are cases updated?

Within New York City , cases are updated approximately every 24 hours and outside NYC an average of once a week.

Is there a web site with court addresses and phone numbers?

Yes. The New York State Court's web site: www.nycourts.gov/courts have information which provides court addresses and phone numbers (go to Trial Courts or Town/Village Courts.)

What is the CHRS turnaround time for results?

Upon receipt, CHRS results are completed within 48 hours. Customers who use 'Direct Access' , OCA's online application, typically receive results within three to five hours.

How are dual or hyphenated surnames processed through the CHRS program?

Names searched with a dual (e.g., Henry James, Matthew) or hyphenated (e.g., Garcia-Rivera, James) surname will generate the following variations: with a hyphen (e.g., John-Smith), with a space (e.g., John Smith), and dual names together (e.g., JohnSmith.) Dual surnames are not automatically reconfigured and searched in its single format (e.g., Henry-James, Matthew searched as Henry, Matthew and James, Matthew.)

How are surnames appearing with an apostrophe processed through the CHRS program?

Names searched with surnames appearing with an

apostrophe (e.g., O'Donahue) will generate the following variations: with an apostrophe (e.g., O'Donahue), with a space (e.g., O Donahue), and surname intact (e.g., ODonahue.)

How are names appearing with a suffix (e.g., Jr., III) processed through the CHRS program?

Names searched with a suffix will prompt the following variations: with a suffix as entered (e.g., John Smith Jr.) and without (e.g., John Smith.) However, names searched without a suffix will not generate names appearing with a suffix in the database.

Are Town and Village courts criminal disposition data included in the NYS Statewide search?

NYS Town and Village court dispositions are not available for the period May 1991 through 2002. As of April 2007, all Town and Village courts report to OCA. All City and County/Supreme courts, within the 62 counties, are required to report criminal disposition data to the NYS Office of Court Administration.

Are the CHRS results provided by the Office of Court Administration certified?

No. However, you can contact the court of origination and request a Certificate of Disposition for a nominal fee. A Certificate of Disposition is an official court document affixed with the Court Seal reflecting the disposition of the case. Court Locations and phone numbers are available on the New York State Court's web site: www.nycourts.gov/courts.

What days of the year is the NYS Office of Court Administration's CHRS Unit closed for business?

[View the Holiday Schedule](#) for the NYS Office of Court Administration.

| | |
|---|---|
| NAME / COMPANY: _____ STREET ADDRESS: _____ CITY, STATE, ZIP: _____ TELE./FAX NUMBER: _____ CONTACT/EMAIL ADD.: _____ | <h3 style="margin: 0;">NY STATEWIDE SEARCH</h3> PAGE: _____ OF _____ DATE: _____ E-MAIL MAIL PICKUP <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
|---|---|

OFFICIAL USE ONLY

| NO | LAST NAME (TYPE OR PRINT IN CAPITALS) | FIRST NAME (TYPE OR PRINT IN CAPITALS) | MI | SUFFIX | DOB MM/DD/YYYY | FOR YOUR USE |
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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.

NY STATEWIDE SEARCH

COMPANY NAME: **PHILIP J. ANDERSON**

STREET ADDRESS: **120-35 73RD AVENUE**

CITY, STATE, ZIP: **FOREST HILLS, NY 11357**

TELE./FAX NUMBER: **(718)275-0665 / (718)275-0655**

CONTACT/EMAIL ADDR: **PANDERSON@CRIMSEARCH.NET**

BATCH #: _____

PAGE: **2**

DATE: _____

E-MAIL PICKUP

X

OFFICIAL USE ONLY

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| 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 | P | III | 12/10/1964 | |
| 4 | BLAND | JOSE | G | | 10/03/1975 | 5 |
| 5 | HELSTROM | ANTHONY | | | | |
| 6 | | | | | | |

SAMPLE

- 7 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.**
- 10 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

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