



JONATHAN LIPPMAN  
Chief Administrative Judge

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STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
OFFICE OF COURT ADMINISTRATION  
26 BEAVER STREET  
NEW YORK NEW YORK 10004  
(212) 428-2810

LAURA WEIGLEY ROSS  
Assistant Deputy Chief Administrator  
Office of Administrative Services

### CRIMINAL HISTORY RECORD SEARCH PROGRAM

Effective 7/14/2003, the Office of Court Administration (OCA) of the State of New York in an effort to provide our customers with a complete and comprehensive criminal history record search (CHRS) is expanding the program from a 13 county search to STATEWIDE. The fee for an individual STATEWIDE record search is \$52.00. This procedure is as follows:

1. Complete the Criminal History Record Search (CHRS) application form by indicating name, address and phone number of the person or company submitting application.
2. Include the individual's full name and date of birth you want searched. Applications with unclear or omitted information will be rejected. Each alias and each date of birth is counted as an additional search.
3. A sample CHRS application is on the reverse side of this notice.
4. The results of this process are NOT certified and should not be confused with a "Certificate of Disposition" which can only be issued by a court.

#### PROGRAM FEE:

The fee is \$52.00 for Statewide search. Please make checks or money orders payable to the N.Y.S. Office of Court Administration. Cash will not be accepted. A \$20.00 returned check charge will be imposed on items returned by the bank.

#### FILING INSTRUCTIONS:

Applications may be filed in person weekdays 9:30 a.m. to 4:30 p.m. at-

NYS Office of Court Administration  
Office of Administrative Services  
Criminal History Record Search  
25 Beaver Street (RM 840- Front Counter)  
New York, New York 10004

Applications that are hand delivered by 11:30 a.m. will be completed by 4:30 p.m. the next business day.

Applications filed by mail must include a self-addressed postage paid envelope to receive the criminal history search results.

#### PICK-UP INSTRUCTIONS:

Hand delivered applications for subsequent pick up must include a self-addressed envelope indicating "Hold For Pick-Up." Blank application forms can be picked up at the same address listed above between the hours of 11:00 a.m. and 4:30 p.m.

#### CHRS INQUIRIES:

Inquiries regarding criminal disposition data should be directed to OCA's Criminal History Record Search Unit at (212)428-2943 between the hour, of 10:00 am and 4:00 pm. Requests for additional copies of the Criminal History Record Search application should be made to OCA's CHRS Intake Unit at (212) 428-2810.

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

STATEWIDE SEARCH		OFFICIAL USE ONLY				
NAME / COMPANY: _____ STREET ADDRESS: _____ CITY, STATE, ZIP: _____ TELE./FAX NUMBER: _____ CONTACT: _____		PAGE: _____ OF _____ DATE: _____		MAIL <input type="checkbox"/> PICKUP <input type="checkbox"/>		
NO	TYPE OR PRINT IN CAPITALS LAST NAME, FIRST NAME & INITIAL	D.O.B.	For Your Use	NO	TYPE OR PRINT IN CAPITALS LAST NAME, FIRST NAME & INITIAL	For Your Use
1				11		
2				12		
3				13		
4				14		
5				15		
6				16		
7				17		
8				18		
9				19		
10				20		

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 additional copies of the Criminal History Record Search application should be made to O-C-A's CHRS Intake Unit at (212) 428-2810.

**STATEWIDE SEARCH**

NAME / COMPANY: PHILIP J. ANDERSON

STREET ADDRESS: 120-35 73<sup>RD</sup> AVENUE

CITY, STATE, ZIP: FOREST HILLS, NY 11357

TELEPHONE NUMBER: (718)275-0665 / (718)275-0655

CONTACT: PHILIP J. ANDERSON

PAGE: 1 OF 1

DATE: 6/22/2003

MAIL  PICKUP

OFFICIAL USE ONLY

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NO	TYPE OR PRINT IN CAPITALS LAST NAME, FIRST NAME & INITIAL	D.O.B.	For Year Use	NO	TYPE OR PRINT IN CAPITALS LAST NAME, FIRST NAME & INITIAL	D.O.B.	For Year Use
1	MILLER, JOHN H.	2/09/1951		11			
2	LEWIS, SHERRY M.	6/25/1980		12			
3	MITCHELL, ROBERT P.	3/10/1964	5	13			
4	BLAND, JOSE G.	9/23/1975		14			
5				15			
SAMPLE							
6	Instructions for completing OCA's Criminal History Record Search (CHRS) Application						
7	No.1 Individual or Company is required to complete this section.						
8	No.2 Indicate number of pages, the date of submission, and specify if you prefer the results of the search picked up or returned to you by mail (if by mail, include a self addressed stamped envelope.)						
9	No.3 Receipt information is stamped on the upper right hand corner showing date and job number. Phone inquiries regarding your CHRS request status can be expedited if you have your JOB NUMBER available.						
10	No.4 Print (clearly) or type the full name (Last name, First name and initial) and date of birth of the person you want searched.						
	No.5 This section is provided for the customer's use.						
				20			

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)428-2933 between the hours of 10:00 and 4:00 pm. Requests for additional copies of the Criminal History Record Search application should be made to OCA's CHRS Intake Unit at (212) 428-2810.