

Criminal Certificate of Disposition Request

UCS-CODR (07/2024) Page **1** of **2** nycourthelp.gov

Complete the information below to request a Criminal Certificate of Disposition. You can either bring your form to the court in person or send it by mail. The fee for a Criminal Certificate of Disposition is five dollars (\$5) in courts located outside New York City or ten dollars (\$10) in courts located in New York City's five boroughs. Contact the court to ask what payment methods are accepted. Do not send cash in the mail.

Select Court

		i ilia court il	illollillation at.	πιρο.//\	WWZ.Hycou	113.g0v/c0	urtiocator	
Court Name								
Street Address								
City, State & Zip								
			Reque	stor Info	ormation			
Name								
Address								
Phone								
Email								
I am the: [check one]	De De Pr	`		,	endant's w	ritten autl	norization)	
Defendant or Agent	For Defendant or Defendant's Agent ONLY [check if applicable]: I am requesting a certificate that includes sealed case information.							
Agency	I repr	esent [if none	e, leave blank	:]:	OCFS	OMH	OPWDD	FBI/NICS
Delivery Method	I pref	prefer to receive my certificate by [check one]:		ck one]:	Mail to the above address Pick up at court when notified			

Defendant Information						
Name	First:	Middle:		Last:		
AKA(s)						
Date of Birth		Sex	Male	Female	X	Unknown





Case I	dentifiers (Please pro	vide ar	ny of the fo	llowing case id	dentifier	s, if known)
Docket, Indictment, or SCI Number:						
IDV Number:						
Arrest Number:						
Order of Protection Number:						
Certificate of Disposition Number:						
Criminal Justice Tracking Number (CJTN):						
Complaint Number:						
Ticket Number:						
NYSID Number:						
Partial Docket Number:						
Driver's License or Non-Driver ID Number:						
Arrest Date:		OR Da	ate Range:			
Incident Date:		OR Da	ate Range:			
Address:						
Charges:						
Other:						

For Court Use Only					
Form completed: ☐ YES ☐ NO	Photo ID provided: ☐ YES ☐ NO				
Authorization provided: (for Defenda	int's Agent only) 🗆 YES 🗆 NO				
Fee paid: ☐ YES ☐ NO					
	Cash Credit Card Certified Check # Money Order #				
	Fee Exempt Agency Poor Person Order Fee Determined by County Clerk Other:				
Version provided: ☐ Public ☐ N	lon-Public □ Qualified Agency □ None				