



Criminal Certificate of Disposition Request

UCS-CODR (07/2024)

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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

Find court information at: <https://ww2.nycourts.gov/courtlocator>

Court Name

Street Address

City, State & Zip

Requestor Information

Name

Address

Phone

Email

I am the:
[check one]

- ☐ Defendant (must provide photo ID)
☐ Defendant's Agent (must provide defendant's written authorization)
☐ Defense Attorney
☐ Prosecutor
☐ None of the Above

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 represent [if none, leave blank]: ☐ OCFS ☐ OMH ☐ OPWDD ☐ FBI/NICSDelivery
Method

I prefer to receive my certificate by [check 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 Identifiers (Please provide any of the following case identifiers, 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 Date Range:		
Incident Date:		OR Date Range:		
Address:				
Charges:				
Other:				

Print Form

For Court Use Only	
Form completed: ☐ YES ☐ NO	Photo ID provided: ☐ YES ☐ NO
Authorization provided: (for Defendant's Agent only) ☐ YES ☐ NO	
Fee paid: ☐ YES ☐ NO	
If YES, specify payment method: ☐ Cash	
☐ Credit Card	
☐ Certified Check # _____	
☐ Money Order # _____	
If NO, specify reason: ☐ Fee Exempt Agency	
☐ Poor Person Order	
☐ Fee Determined by County Clerk	
☐ Other: _____	
Version provided: ☐ Public ☐ Non-Public ☐ Qualified Agency ☐ None	