New York State Unified Court System

Criminal Certificate
of Disposition Request

nycourts.gov

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.

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) (Can be a copy if dropping off this submission.) 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/NICS
Delivery Method	I prefer to receive my certificate by [check one]: X Mail to the above address

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:			

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	

Version provided: ☐ Public   ☐ Non-Public   ☐ Qualified Agency   ☐ None