CRIMINAL CERTIFICATE OF DISPOSITION REQUEST FORM

Please complete the information below to request a criminal Certificate of Disposition. A fee of five ($5) is required to be paid. If you pay by certified check or money order, please make out to the Monroe County Clerks Office.

Please be advised that we are not able to process your request if you only provide the defendant's name, or name and date of birth. For general searches on a person's name or name and date of birth, you must request and pay for a Criminal History Record Search. Please see www.nycourts.gov/courthelp for more information.

Requestor Information: Date of Request: _____

Name: _____   Address:_____

Phone: _____   Email: _____

Requestor:
- ❏   I am not the defendant
- ❏   I am the defendant or the defendant's attorney
- ❏   I am the defendant's Agent (must provide notarized authorization from the Defendant)
- ❏   Agency_____

Receipt:
- ❏   I will pick up at Monroe Supreme & County Court when notified the Certificate is ready.
- ❏   Please mail the certificate to me. I have provided a self-addressed, stamped envelope.

Defendant's Information:

Name: _____   Date of Birth: _____

Case Identifiers: *Please provide as much information as you can, but you MUST provide at least one of the following case identifiers.*

Docket/Indictment/SCI/IDV Number: _____

Criminal Justice Tracking Number (CJTN): _____

Arrest Number: _____   Complaint Number: _____

Order of Protection Number: _____

Certificate of Disposition Number: _____   Ticket Number:_____

Additional Identifiers: *Please provide additional information if known.*

Partial Docket Number: _____

Charges:_____

Incident Date: _____ or Date Range from: _____ to _____

Arrest Date: _____ or Date Range from: _____to _____

NYSID Number: _____

Motorist ID Number: _____   License Plate Number: _____

Address: _____

Other: _____

Office Use:
- ❏   Fee paid. Payment method: _____
- ❏   Proper ID Provided if necessary (Defendant or Defendant's Agent must provide ID).   <u>Copy attached</u>
- ❏   Written authorization provided (for Defendant's Agent only)
- ❏   Self-addressed, stamped envelope provided (for request to have Certificate mailed only)