

# REQUEST FOR CRIMINAL RECORDS

REQUESTING THE FOLLOWING INFORMATION:

- CRIMINAL SEARCH
- CERTIFICATE OF DISPOSITION (SEE BACK FOR DEFINITION) \$5 (CHECK OR CASH)
- CERTIFICATE OF RELIEF OF DISABILITIES (PLEASE SEE THE COURT CLERKS – INFO ON BACK)
- COPIES OF THE RECORD \$.65 PER PAGE

**IT MAY TAKE UP TO A WEEK TO PROCESS YOUR REQUEST**

INDICTMENT NUMBER:	DATE OF BIRTH:
NAME TO BE SEARCHED: (ONE PER REQUEST)	
YEARS TO BE SEARCHED: (\$5 FOR EVERY 2 YEARS YOU WANT SEARCHED)	
YOUR CONTACT NAME, INFORMATION and PHONE NUMBER:	
<b>IF YOU ARE THE DEFENDANT, PLEASE PROVIDE A PHOTO COPY OF YOUR I.D.</b>	

IF WE FIND A RECORD, WHAT WOULD YOU LIKE? What is the reason for this request?

**COURT STAFF USE ONLY:**

RECORD FOUND:

- YES – INDICTMENT #
- NO

FEE PAID:

- YES
- NO

MAIL TO: TOMPKINS COUNTY CLERK, 320 N TIOGA ST, ITHACA, NY 14850

**CERTIFICATE OF DISPOSITION:**

A document that indicates the current status of a case or its final disposition

**CERTIFICATE OF RELIEF FROM CIVIL DISABILITIES:**

May be granted by the court to a defendant who has been sentenced to a revocable sentence (probation, conditional discharge, etc ) or a sentence other than one executed by commitment to a state correctional facility. The certificate relieves the eligible offender of any forfeiture or disability or removes any bar to his/her employment automatically imposed by law because of his/her conviction such as with state or municipal government. An application for a certificate can be obtained at the Court Clerk's Office – 607-216-6610, Main Floor 320 N Tioga St, Ithaca, NY 14850

***\*\*If you have served a sentence in state prison, you must apply for the Certificate of Relief with the Board of Parole, not the court.***