
NYCOURTS.GOV

6th JUDICIAL DISTRICT

Oneonta City Court

Criminal Court

Criminal Record Searches and Certificates of Disposition

- Criminal Record Search - If you can provide a docket number (local form)
 - Criminal Record Search - If you do not know the docket number (OCA form)
 - Certificate of Disposition
 - Local Violation Search
-

Criminal Record Searches

Release of Information and Record Search Form

Certificate of Disposition

A Certificate of Disposition is an official court document affixed with the Court Seal that indicates the disposition of the case.

The Court will not prepare a Certificate of Disposition in advance of the receipt of the proper fee. The required fee must be paid in cash or money order payable to the City Court; the court does NOT accept personal checks.

If a case is sealed and you are the defendant, proper proof of identification and a notarized statement will be required to prepare a Certificate of Disposition. If you are acting as an agent for an individual that has a sealed record, you must provide a notarized statement from the defendant indicating permission for the sealed record information to be released in the form of a Certificate of Disposition.

If a record is sealed and you are not the defendant or do not have the written permission of the defendant for the release of the information, the Court can not acknowledge that a record exists (Criminal Procedure Law sec. 160.50).

If a defendant is adjudicated a Youthful Offender, information is not available to the defendant without a formal motion to the Court requesting release of information. (Criminal Procedure Law sec. 720.35).

Fee: \$5.00 for each certificate

Forms of payment accepted:

***Cash**

***Money order or certified check made payable to Oneonta City Court**

***Credit card (authorization attached)**

Oneonta City Court

79-81 Main Street, Oneonta, NY 13820; phone 607-376-5380; fax 646-963-6433

Criminal Certificate of Disposition Request Form

Requestor Information		
Requestor	Name:	Date of Request:
	Address:	Phone:
		Email:
Role	<input type="checkbox"/> I am the Defendant or the Defendant's Agent	
	<input type="checkbox"/> As the Defendant or his/her Agent, I am requesting a certificate that includes information that may be sealed pursuant to CPL 160.50, 160.58, 720.15, 720.35 (Include Written Authorization)	
	<input type="checkbox"/> I am NOT the Defendant	
	I Represent: <input type="checkbox"/> OMH <input type="checkbox"/> OPWDD <input type="checkbox"/> FBI/NICS <input type="checkbox"/> OCFS	
Delivery	<input type="checkbox"/> Please mail to the above address	<input type="checkbox"/> I will pick up the certificate when notified
Court Use	<input type="checkbox"/> F <input type="checkbox"/> N <input type="checkbox"/> P <input type="checkbox"/> NP <input type="checkbox"/> QA	

Defendant Information			
Name (Required)	First:	Middle:	Last:
AKA	First:	Middle:	Last:
Date of Birth	Month:	Day:	Year:
Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Unknown

Case Identifiers (Non-Defendant Requestors Must Identify at Least One in this section)	
Docket Number	
Legacy Docket Number / IDV Number	
Arrest Number	
Order of Protection Number	
Certificate of Disposition Number	
Criminal Justice Tracking Number (CJTN)	
Complaint Number	
Ticket Number	
Other Identifiers-Defendant searches must provide as much information as possible, in addition to any information provided above.	
NYSID Number	
Partial Docket Number	
DMV ID Number	
Arrest Date or Date Range	Month: Day: Year: (From) Month: Day: Year: (to) Month: Day: Year:
Incident Date or Date Range	Month: Day: Year: (From) Month: Day: Year: (to) Month: Day: Year:
Address	
License Plate Number	
Charges	
Other	

Note: It is the policy of the NYS Office of Court Administration (OCA) that persons or agencies requesting a Criminal Certificate of Disposition or information contained in the records of a criminal action must provide the necessary case identifiers for court staff to identify the specific case or record where the information is contained.

If you are unable to provide these necessary case identifiers or if you require information that is beyond the scope that this court location is able to provide, you may be referred to OCA's Criminal History Record Search Unit or other state or local agencies.

**Defendant Authorization to Include Sealed Information on
Criminal Certificate of Disposition**

Name: _____

Date: _____

As the defendant or the defendant's designated agent, understanding that sealed records are available only to the defendant or his/her agent or those specifically referenced in the CPL, I hereby authorize the _____ Court to prepare a Criminal Certificate of Disposition for the matter outlined on the attached Criminal Certificate of Disposition Request form dated: _____ including, but not limited to, any records or portions thereof, which may be sealed under CPL 160.50, 160.58, 720.15 or 720.35.

(Defendant's Signature before a Notary
Public)

(Print Full Name)

Date of Birth: _____

Daytime Telephone No _____

STATE OF NEW YORK :

COUNTY OF : SS.:

On this _____ day of _____, 20____, before me, the subscriber, personally appeared _____ to me personally known and known to me to be the same person described in and who executed the within instrument, and he duly acknowledged to me that he executed the same.

NOTARY PUBLIC

My Commission Expires:

**CREDIT CARD AUTHORIZATION FORM FOR SEARCH FEES
ONEONTA CITY COURT**

THIS FORM MUST BE COMPLETED IN FULL. If any information is missing - it will be returned to you.

DO NOT FAX or E-MAIL THIS FORM. THE COURT WILL NOT ACCEPT AUTHORIZATIONS VIA FAX or E-MAIL.

PLEASE REFER TO THE RECORD SEARCH APPLICATION/PACKET FOR THE FEES

NAME ON CARD:****(see below)	
TYPE OF CARD: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER	
CARD NUMBER _____-_____-_____/_____-_____-_____/_____-_____-_____-_____-_____-_____	
V-CODE FROM SIGNATURE STRIP:	DAYTIME TELEPHONE NUMBER FOR CARDHOLDER:
EXPIRATION DATE:	
DEFENDANT NAME:	Amount to be charged: \$ _____
FEE TYPE: (check one): <input type="checkbox"/> Non-fingerprintable Search <input type="checkbox"/> Certificate of Disposition <input type="checkbox"/> Copies <input type="checkbox"/> Certified Copy <input type="checkbox"/> Other:	
SIGNATURE OF CARDHOLDER:	

I authorize the Oneonta City Court to charge my credit card for the amount indicated above.

******IF THE CARDHOLDER IS NOT THE INDIVIDUAL REQUESTING THE INFORMATION, THE CARDHOLDER MUST ATTACH A COPY OF HIS/HER PHOTO DRIVER'S LICENSE OR OTHER PHOTO I.D. IF FILING IN PERSON, CARDHOLDER MUST BE PRESENT OR THE COURT WILL NOT ACCEPT THE CREDIT CARD. IF THIS INFORMATION IS NOT PROVIDED, THE APPLICATION WILL NOT BE PROCESSED AND WILL BE RETURNED.**

******INDIVIDUALS USING CORPORATE CARDS MUST PROVIDE DOCUMENTATION ON COMPANY LETTERHEAD THAT THEY ARE AUTHORIZED TO USE SAID CARD. IF FILING IN PERSON, YOU MUST BRING THIS AUTHORIZATION WITH YOU OR THE COURT WILL NOT ACCEPT THE CREDIT CARD.**

THIS ORIGINAL AUTHORIZATION MUST BE INCLUDED WITH YOUR APPLICATION.

Oneonta City Court
81 Main Street
Oneonta, NY 13820