

CRIMINAL HISTORY RECORD SEARCH

ONLINE USER GUIDE



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Sign In Page & Navigation Menu

The screenshot shows the CHRS Sign In page. On the left is a navigation menu with the following items:

- 1 Home CHRS
- 2 CHRS FAQ
- 3 ACH Originating #s
- 4 Earliest Available Year for CHRS Data
- 5 User Guide
- 6 Contact Us

The main content area is titled "CHRS: Sign In" and includes a "Message Board" with the following announcements:

- 01/09/2024 - The New York State Office of Court Administration office will be closed on Monday, JANUARY 15,2024 (Dr. Martin Luther King Jr. Day). Thank you.
- 12/26/2023 - The New York State Office of Court Administration office will be closed on Monday, JANUARY 1,2024 (New Year's Day). Thank you.
- 12/21/2023 - The New York State Office of Court Administration office will be closed on Monday, December 25,2023 (Christmas Day). Thank you.

Below the message board is the question "Do you have a CHRS Account?". There are two options:

- No, I have to create an account: A green button labeled "Create Account!" (item 8).
- Yes, I have an account: A "Sign In" form (item 9) with fields for Username and Password, a "Forgot password or username?" link (item 10), and a "Sign In" button.

Navigation Menu:

1. **Home – CHRS:** Takes you to the CHRS Home Page.
2. **CHRS FAQ:** The FAQ provides answers to questions regarding how to use the application, disclosure policies, cases not reported, etc.
3. **ACH Originating #s:** Provides information about ACH Origination Numbers you may need to report to your bank prior to submitting searches.
4. **Earliest Available Year for CHRS Data:** Shows how far back your search can go per county.
5. **User Guide:** Provides instructions to assist users on navigating CHRS.
6. **Contact Us:** Provides contact information for CHRS including email, address, and business hours.

Sign In Screen:

7. **Message Board:** Used to inform customers of office closings, interrupted service, and special notifications.
8. **Create Account:** You are required to create an account before submitting an NYS search request.
9. **Sign In:** If you have an account, you can log in by entering your Username and Password, then clicking "Sign In."
10. **Forgot Password or Username:** Emails users their forgotten username or resets their password.

Create Account: Account Information

Create Account: Account Information

* Required

Direct Access Overview

- Search for a person or company
- Search requests cost \$95.00 per name
- Search results are emailed to customers within 1 business day
- Search results and receipts can be viewed online
- Searches are based on finding an exact match of both the Name and DOB. Any variation of the Name and DOB is not considered a match.

1 Public Account

- Immediate access
- Search up to 5 names at a time
- Debit & Credit Card payments
- Results sent to one email address

[Create Public Account](#)

2 Corporate Account

- Access requires application approval
- Search up to 50 names at a time
- Checking Account (ACH), Debit & Credit Card payments
- Results sent to multiple email addresses

[Apply for Corporate Account](#)

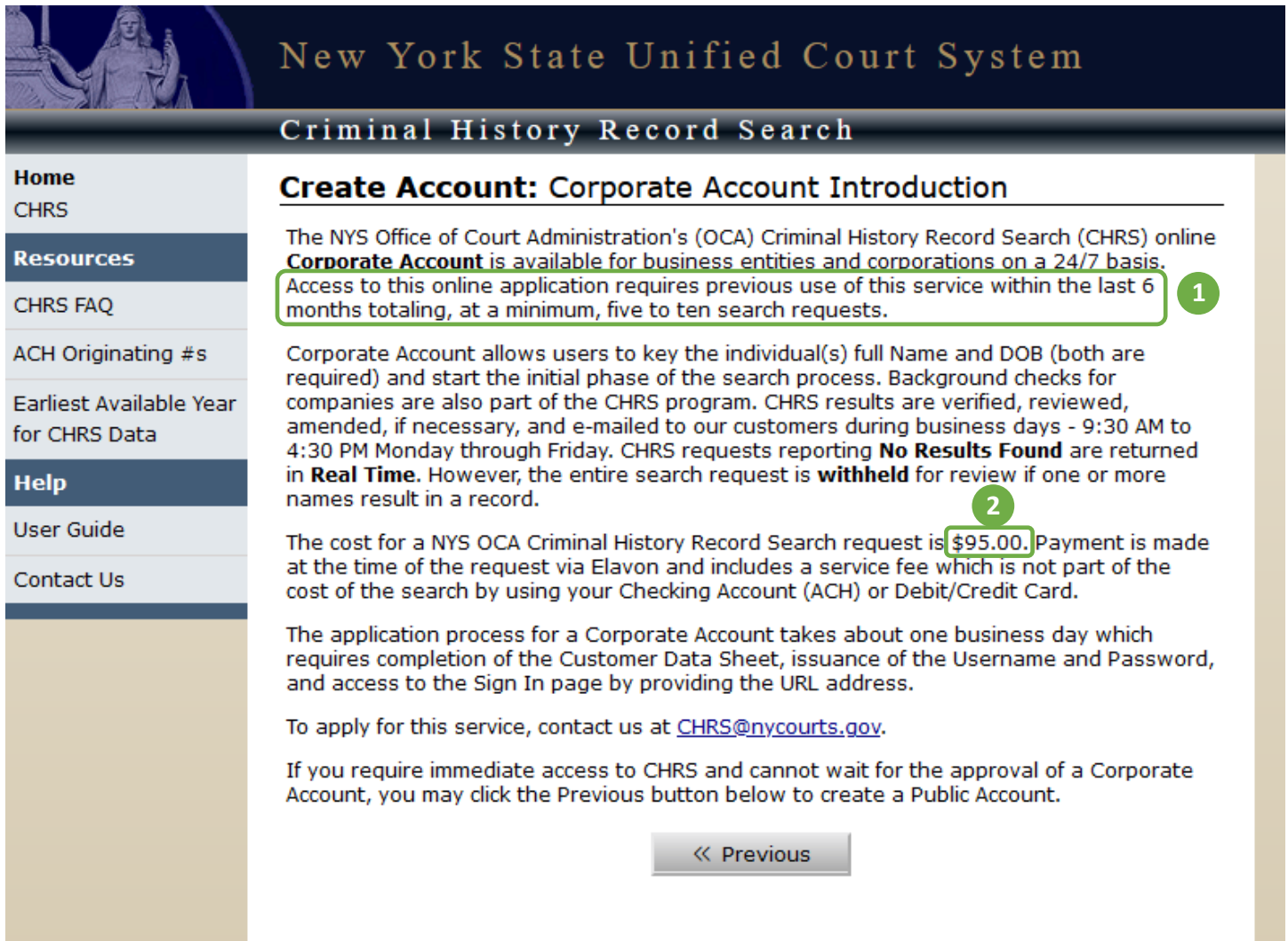
1. Public Account

- a. Anyone can create a Public Account and access CHRS immediately upon account creation.
- b. Can only pay via debit/credit card.

2. Corporate Account

- a. Users must apply to create a Corporate Account (explained on next page).
- b. Application takes one business day.
- c. Can pay either through ACH payment or debit/credit card.

Create Account: Corporate Account Introduction



The image shows a screenshot of the New York State Unified Court System Criminal History Record Search (CHRS) website. The page title is "Create Account: Corporate Account Introduction". The left sidebar contains navigation links: Home (CHRS), Resources (CHRS FAQ, ACH Originating #s, Earliest Available Year for CHRS Data), and Help (User Guide, Contact Us). The main content area explains that the Corporate Account is available for business entities and corporations on a 24/7 basis, but access requires previous use of the service within the last 6 months (marked with a green circle '1'). It also states that the cost for a request is \$95.00 (marked with a green circle '2') and that payment is made via Elavon. The application process takes about one business day. A "Previous" button is located at the bottom of the main content area.

Create Account: Corporate Account Introduction

The NYS Office of Court Administration's (OCA) Criminal History Record Search (CHRS) online **Corporate Account** is available for business entities and corporations on a 24/7 basis. Access to this online application requires previous use of this service within the last 6 months totaling, at a minimum, five to ten search requests. **1**

Corporate Account allows users to key the individual(s) full Name and DOB (both are required) and start the initial phase of the search process. Background checks for companies are also part of the CHRS program. CHRS results are verified, reviewed, amended, if necessary, and e-mailed to our customers during business days - 9:30 AM to 4:30 PM Monday through Friday. CHRS requests reporting **No Results Found** are returned in **Real Time**. However, the entire search request is **withheld** for review if one or more names result in a record. **2**

The cost for a NYS OCA Criminal History Record Search request is **\$95.00**. Payment is made at the time of the request via Elavon and includes a service fee which is not part of the cost of the search by using your Checking Account (ACH) or Debit/Credit Card.

The application process for a Corporate Account takes about one business day which requires completion of the Customer Data Sheet, issuance of the Username and Password, and access to the Sign In page by providing the URL address.

To apply for this service, contact us at CHRS@nycourts.gov.

If you require immediate access to CHRS and cannot wait for the approval of a Corporate Account, you may click the Previous button below to create a Public Account.

[<< Previous](#)

- 1. Requirements:** To create a Corporate Account, you are required to have used this service within the last 6 months, with a total of 5-10 searches at minimum.
- 2. Search Cost:** Criminal History Record Searches cost \$95 per name.

Create Account: Public Account Setup



New York State Unified Court System Criminal History Record Search

Create Account: Personal Information * Required

1 First Name * MI Last Name *

2 Address *

City * State Zip/Postal *

Country *

Canadian Province International State/Province

Phone Number * *(for USA: 555-555-5555)*

3 Email Address * Confirm Email Address *

- 1. Name Information:** Please provide your full first and last name (middle initial optional).
- 2. Address Information:** This will be used for your billing information. Address must match your billing address on file with the banking institution you intend to use to pay for the NYS search.
- 3. Email Address:** Used to send the CHRS Search Request Receipt and CHRS Results (Status Report and CHRS Criminal Disposition Data Sheet).
- 4. Next:** Continue to set up your username and password.

Create Account: Setup Account

* Required



Username & Password Policy

Username must be 6 to 16 characters in length and composed of only use numbers and letters, no special characters.

Password must be 7 to 30 characters in length and composed of at least 1 character from 2 or more of the following 4 categories:

- Upper-case Letters
- Lower-case Letters
- Numbers
- Special Characters: ' - . _ # / & @ \$; ? ()

1

Username *

Password *

Confirm Password *

<< Previous

2

Next >

1. **User Information:** Please note your username and password for future search requests. Be sure to follow the username & password policy stated at the top of the screen.
2. **Next:** Continue to the Verify Information page.

Create Account: Verify Information

* Required



Account Verification

Please verify your account information prior to submitting. If any information needs to be changed, click the previous button at the bottom of the page.

Upon successful creation of your account, you will be signed-in and directed to the beginning of the Search Request process. Future access to the site will require your account credentials.

3

Username

testusername

Full Name

Last, First M

Billing Information

1 Court Dr.
Troy, NY 12180

Phone Number

555-555-5555

Primary Email Address

recordsearch@gmail.com

<< Previous

4

Create Account >

3. **User Information:** Check your information to verify that your billing info, email address, etc. are all correct.
4. **Create Account:** Your account will be created and allow you to sign back in for future search requests.

Home Page

New York State Unified Court System
Criminal History Record Search

You are logged in as **First Last** (Username: TESTUSERNAME) [sign out](#)

Home
CHRS

Options

- 2 New Search Request
- 3 History & Receipts
- 4 My Account

Resources

- CHRS FAQ
- ACH Originating #s
- Earliest Available Year for CHRS Data

Help

- User Guide
- Contact Us

Welcome: [My Account](#)

1 ACCOUNT INFORMATION

Last, First M
1 Court Dr.
Troy, NY 12180
555-555-5555

Email Address
recordsearch@gmail.com

To update your account information, please visit the [My Account](#) page.

i Search Request Fee - Non-refundable
The fee for a Criminal History Record Search is \$95.00 per name searched. No refunds or credits will be given for any reason.

Search Request Re-Submission
Before re-submitting a search request, please view your [History & Receipts](#) to check the status of your previously submitted job.
If the job does not appear on the list and/or you never received a confirmation number indicating payment, please contact the [CHRS Unit](#).

Search
2 **New Search**
Submit a new search request with up to 5 names.

History
3 **View History**
View the receipts, results and statuses of past search requests.

My Account
4 **View Account**
View and edit the information associated to your account.

After creating your account or signing in, you will be taken to the Home Page. This allows you to view your account information, start a new search request, and view your history.

1. **Account Information:** Displays the account information that will be used for billing and to send you your receipts/results/etc.
2. **New Search:** Allows you to begin the search request process.
3. **View History:** View your receipts, results, and statuses of past search requests.
4. **View Account:** View or edit your account information, such as your address, phone number, email address, and password.

Search Request: Quantity

Search Request: Number of Records to Search

* Required

1



Submitting a Search Request

Each search request will allow data entry of up to 5 names. Results from your search request will be emailed to the list of email address on your account.

If you experience problems submitting a search request, please contact the CHRS Unit immediately. **Please do not re-submit the search request.**

The NYS CHRS report, which details your search request results, has the following [limitations and restrictions](#).

2

How many names would you like to search? *

3

<< Cancel

Next >

- Submitting a Search Request:** Please read carefully! If you encounter a technical or system error while attempting to submit a search, **do not re-submit your request:** contact the CHRS Unit. Resubmitting your request may require you to pay twice for the same search.
- Name Quantity:** Enter the number of searches you want to submit.
 - Public Account:** maximum of 5 searches per request.
 - Corporate Account:** maximum of 50 searches per request.
- Next:** Click “Next” to enter the Full name(s) and Date(s) of Birth (DOB) of the individuals you want searched, and/or the names of the companies you want searched.

Search Request: Search Entry

Search Request: Search Entry

* Required

i Search Information

The search is based on finding an exact match of both the Name and Date of Birth. Any variation of the Name and Date of Birth is not considered a match.

The individual's Last Name, First Name, and Date of Birth (mm/dd/yyyy) are required for a search. Only enter a Company Name for a company search.

Enter either Last Name, First Name, Suffix, and DOB or Company Name: *

1.	<input type="text" value="Einstein"/>	<input type="text" value="Albert"/>	<input type="text" value="Suffix"/>	<input type="text" value="03/14/1879"/>
OR				
<input type="text" value="Company Name"/>				
2.	<input type="text" value="Ripken"/>	<input type="text" value="Cal"/>	<input type="text" value="Jr."/>	<input type="text" value="01/08/1942"/>
OR				
<input type="text" value="Company Name"/>				
3.	<input type="text" value="Last Name"/>	<input type="text" value="First Name"/>	<input type="text" value="Suffix"/>	<input type="text" value="Date of Birth"/>
OR				
<input type="text" value="New York Giants Football"/>				

<< Previous

Next >

- 1. Search Information:** Search criteria information.
- 2. Name Information:** Enter the individual's full Last and First name. Reference the "User Guide" for instructions regarding variations of last name formats (e.g. dual, hyphenated, apostrophe, etc.)
- 3. Date of Birth:** You can enter the individual's DOB using the specified format (mm/dd/yyyy).
- 4. Suffix:** Enter Jr., Sr., III, etc. if applicable.
- 5. Company Name:** Use this field to conduct company searches. Leave the remaining fields blank.
- 6. Next:** Continue to the Payment Information page.

Search Request: Payment Information (Debit/Credit Card)

Search Request: Payment Information

* Required

Payment Options

Select one of the following payment options: *

You will not be charged until you have verified and submitted your request on the next page.





eCheck **** New Payment Option ****
Non-refundable service fee: \$1.00

Credit Card **** New Payment Option ****
Non-refundable service fee: \$8.52

Payment Breakdown

3 Names @ \$95.00 Each	\$285.00
Service Fee	\$8.52
Total	\$293.52

Credit Card Processing Information

Credit card payments are processed as two separate transactions, the fee and the service fee.
We accept the following credit cards:
 Visa  MasterCard  Discover  American Express

For information on how we process credit card transactions, please view our [Payment Processing Information](#) page.

Credit Card Payment

Credit Card Number: * Expiration Date: * / CVV Code: * [? What is a CVV?](#)

For security purposes, we ask that you enter the name, street address and zip code associated to your credit card.

Name on Card: *

Address *

City * State Zip/Postal *

Country *

Canadian Province International State/Province

Payment Terms & Conditions

I agree to the following payment terms and conditions: *

I agree to the [Terms and Conditions](#) of the charges applied.

I am aware no refunds or credits will be given for any reason. Searches entered incorrectly or submitted unintentionally will not be refunded or credited.

I agree to pay **non-refundable** \$285.00 fee and the **non-refundable** \$8.52 service fee.

Only Corporate Accounts have the eCheck option

Select "Credit Card" to make a debit/credit payment

You can only use Visa, MasterCard, Discover, or American Express for your credit/debit payment

Enter your debit/credit card number, expiration date, and CVV code

Click for CVV information

Enter the name and address associated with your card

Required

<< Previous

Next >

Click to go to the Verification Page

Search Request: Payment Information (ACH)

Search Request: Payment Information

* Required

Payment Options

Select one of the following payment options: *

You will not be charged until you have verified and submitted your request on the next page.

eCheck ** New Payment Option ** ← For ACH payments, select eCheck
Non-refundable service fee: \$1.00

Credit Card ** New Payment Option **
Non-refundable service fee: \$8.52

Payment Breakdown

3 Names @ \$95.00 Each	\$285.00
Service Fee	\$1.00
Total	\$286.00

eCheck Processing Information

For information on how we process eCheck transactions, please view our [Payment Processing Information](#) page.

New eCheck Payment

Account Type: *
 Checking Saving ← Select Account Type

Routing Number: *
490000018 [? Where to find my Account Information?](#) ← Click to see where you can find your Routing and Account Numbers

Account Number: *
1234567890123456

For security purposes, we ask that you enter the name, street address and zip code associated to your bank account.

Full Name/Business Name on Account: *
Business Co.

Address *
1 Court Dr.

City * State Zip/Postal *
Troy NY 12180

Country *
United States of America

Canadian Province International State/Province

Enter Routing and Account Numbers

Enter the name and address associated with the bank account you are using for the transaction

Payment Terms & Conditions

I agree to the following payment terms and conditions: * ← Required

I agree to the [Terms and Conditions](#) of the charges applied.

I am aware no refunds or credits will be given for any reason. Searches entered incorrectly or submitted unintentionally will not be refunded or credited.

I authorize New York State Unified Court System Criminal History Record Search to use information above to initiate an electronic fund transfer from my account or to process the payment as a check transaction or bank drawn draft from my account for the amount of \$286.00 . If my payment is returned due to insufficient funds, I authorize New York State Unified Court System Criminal History Record Search to make a one-time electronic funds transfer or to use a bank draft drawn from my account to collect a fee as allowed by state law.

I agree to pay **non-refundable** \$285.00 fee and the **non-refundable** \$1.00 service fee.

<< Previous

Next >

Click to go to the Verification Page

Search Request: Verification

Search Request: Verification

Last chance to change any information before payment!

Verify Search Request
Please review all the entered information carefully prior to finalizing your submission.
To change any of the entered information, use the appropriate edit link to return to the desired step of the search request process, or use the Previous button at the bottom of the page.

Payment Information [Edit](#)

Name on Credit Card: **First M. Last**
Credit Card Number: **XXXX-XXXX-XXXX-9990**
Expiration Date: **1/25**
Billing Address: **1 Court Dr.
Troy, NY 12180**

Payment Breakdown

3 Names @ \$95.00 Each	\$285.00
Service Fee	\$8.52
Total	\$293.52

New Payment Option

Save this payment option for future search requests.

Nicknames are used to help differentiate saved payment options. If a nickname is provided, it will be displayed along with the account information.

Make this payment option my default selection for future search requests.

Click to save your payment information for future searches, avoiding re-entry of information.

Payment Breakdown displays the number of searches and total cost including service fee.

Checking this will save this account as your default payment option for future searches

Nicknames are used to label saved payment options

[Edit Payment Information](#)

Names Searched [Edit](#)

Full Name (Last, First) / Company Name	Date of Birth
EINSTEIN, ALBERT	03/14/1879
RIPKEN JR., CAL	01/08/1942
NEW YORK GIANTS FOOTBALL	

[Edit Names Searched](#)

Required

Affirmation: *

By checking this box I am aware no refunds or credits will be given for any reason. Searches entered incorrectly or submitted unintentionally will not be refunded or credited.

Search Request: Saved Payment Option Example

Search Request: Payment Information

* Required

Payment Options

Select one of the following payment options: *

You will not be charged until you have verified and submitted your request on the next page.

Credit Card (Visa 9990) - x9990 - Expires 01/25

Non-refundable service fee: \$2.84

eCheck ** New Payment Option **

Non-refundable service fee: \$1.00

Credit Card ** New Payment Option **

Non-refundable service fee: \$2.84

Payment Breakdown





1 Names @ \$95.00 Each	\$95.00
Service Fee	\$2.84
Total	\$97.84

For future searches, if you have saved a payment option, the saved option will appear here. To verify that it is the correct option, it will display the Nickname you chose, the last 4 digits of the card/eCheck, and the expiration date.

Credit Card Processing Information

Credit card payments are processed as two separate transactions, the fee and the service fee.

We accept the following credit cards:

 Visa  MasterCard  Discover  American Express

For information on how we process credit card transactions, please view our [Payment Processing Information](#) page.

Payment Terms & Conditions

I agree to the following payment terms and conditions: *

I agree to the [Terms and Conditions](#) of the charges applied.

I am aware no refunds or credits will be given for any reason. Searches entered incorrectly or submitted unintentionally will not be refunded or credited.

I agree to pay **non-refundable** \$95.00 fee and the **non-refundable** \$2.84 service fee.

<< Previous

Next >

Search Request: Complete

Search Request: Complete

You have successfully submitted your search request, Job ID 9321548. Please refer to the instructions below regarding your receipt.



Search Request Receipt

A receipt confirming the submission of Job ID 9321548 will be sent to *chrs@nycourts.gov* within the next 24 hours. You may also download your receipt using the button below:

1



Download Receipt

Payment Breakdown

3 Names @ \$95.00 Each	\$285.00
Service Fee	\$8.52
Total	\$293.52

Transaction Information

2 Job ID:	9321553
Transaction Date:	04/03/2024 08:45 AM
Transaction ID:	1054333128



No refunds or credits will be given for any reason. Searches entered incorrectly or submitted unintentionally will not be refunded or credited.

3



Account Settings Updated

The following changes have been made to your account:

- You have saved this payment option to your account to use for future search requests.

Your payment options, along with other personal information, can be managed by visiting the [My Account](#) page.

4



Return Home

5

Search Again

- Download Receipt:** Keep for your records. The receipt includes important information about your record search and payment (example shown on next page)
- Job ID:** Please reference the Job Number when inquiring about search status.
- Account Settings Updated:** Confirmation that your payment option was saved and may be used for future searches. You can manage and view your saved payment methods via the My Account page.
- Return Home:** Brings you back to the Home page.
- Search Again:** Begins a new search request.

PDF Receipt Example



NEW YORK STATE
Unified Court System
OFFICE OF COURT ADMINISTRATION
CRIMINAL HISTORY RECORD SEARCH

RECEIPT

04/04/2024

LAST, FIRST M
1 COURT DR.
TROY, NY 12180

This will acknowledge receipt of your search request submitted on 04/03/2024 for Job 9321553.

Submitted By:	LAST, FIRST M	Subtotal:	\$285.00
Customer Number:	143460	Service Fee:	\$8.52
Job Number:	9321553	Payment Date:	04/03/2024 11:29 AM
Job Date/Time:	04/03/2024 11:29 AM	Payment Method:	Credit Card
Quantity:	3	Account Ending In:	9990
Payment Total:	\$293.52	Transaction ID:	1054222175

No refunds or credits will be given for any reason. Searches entered incorrectly or submitted unintentionally will not be refunded or credited.

Criminal History Record Search Requests

*Names without a DOB are Company Searches

<u>Requested Name</u>	<u>DOB</u>
1.EINSTEIN, ALBERT	03/14/1879
2.RIPKEN JR., CAL	01/08/1942
3.NEW YORK GIANTS FOOTBALL	

NYS OFFICE OF COURT ADMINISTRATION
DIVISION OF TECHNOLOGY AND COURT RESEARCH
CRIMINAL HISTORY RECORD SEARCH
ADDRESS: 25 BEAVER STREET • ROOM 840, NEW YORK, NY 10004

Email Receipt Example

From Criminal History Record Search Admin <CHRS_Admin@nycourts.gov> 

Subject CHRS Online Payment Receipt for Job 9321569



New York State
Unified Court System
Office of Court Administration
Criminal History Record Search

Receipt

testusername
1 Court Dr.
Troy, NY 12180
Attn: First M. Last

This will acknowledge receipt of your search request submitted on 04/30/2024 for Job ID 9321569.

Submitted By:	First M. Last
Customer Number:	143460
Job Number:	9321569
Job Date/Time:	04/30/2024 11:37 AM
Search Quantity:	3
Payment Total:	\$293.52
Amount Due:	\$285.00
Service Fee:	\$8.52
Payment Date:	04/30/2024 11:37 AM
Payment Method:	Credit Card
Account Ending In:	9990
Transaction ID:	1060045101

No refunds or credits will be given for any reason. Searches entered incorrectly or submitted unintentionally will not be refunded or credited.

History & Receipts Page

New York State Unified Court System
Criminal History Record Search

You are logged in as **First Last** (Username: TESTUSERNAME) [sign out](#)

Home
CHRS

Options
New Search Request

1 History & Receipts

My Account

Resources
CHRS FAQ
ACH Originating #s
Earliest Available Year for CHRS Data

Help
User Guide
Contact Us

History & Receipts:

Search Your History:
Timeframe ▼ Last 90 Days ▼ Job ID Export: [XML](#)

2 Job ID ▼	2 Job Date ↕	Amount	Service Fee	3 Receipt	4 Job Status	5 Results
9321554	04/04/2024 10:55 AM	\$95.00	\$2.84	View Receipt	Processing	
9321553	04/03/2024 11:29 AM	\$285.00	\$8.52	View Receipt	View Job Status	View Results
9321551	04/03/2024 10:35 AM	\$285.00	\$8.52	View Receipt	View Job Status	No Results Found

[Back to Top](#)

- 1. History & Receipts Tab:** When your search results are ready, you can access your documents by clicking the History & Receipts tab on the lefthand navigation menu or on the Home Page.
- 2. Job ID:** Reference the Job ID provided on your receipt.
- 3. Receipt:** View your receipt as a PDF (receipt example shown on Page 13).
- 4. Job Status:** View your Job Status report. This report provides information about whether any names searched were found to have a criminal history (example shown on Page 16).
 - It will say “Processing” here if the report has not yet completed the review process.
 - A link to the Job Status report will appear here once the review has been completed. You will also receive this report as an email.
- 5. Results:** View your Criminal Disposition Data Sheet. If any names searched are found to have a criminal history, this report will provide further details about their history.
 - Results will be left blank if the report has not yet completed the review process.
 - It will say “No Results Found” here if no searched names were found to have a criminal history.
 - A link to the Criminal Disposition Data Sheet will appear here if one or more names were found to have a criminal history (example shown on Page 17). You will also receive this report as an email.

Job Status Report Example



NEW YORK STATE
 Unified Court System
 OFFICE OF COURT ADMINISTRATION
 25 Beaver Street
 New York, New York 10004
 CHRIS@nycourts.gov

**Division of Technology and Court Research
 Criminal History Record Search (CHRS) Program**

Job Status Report

Bill To Information	Job No.	Delivery Type	Job Date
LAST, FIRST M 1 COURT DR. TROY, NY 12180	9321553	E-mail	04/03/2024

Searches Requested: 3 Searches Entered: 3

<u>Requested Name</u>	<u>Date of Birth</u>	<u>Status</u>
1. EINSTEIN, ALBERT	03/14/1879	Results Found
2. RIPKEN JR., CAL	01/08/1942	No Results Found
3. NEW YORK GIANTS FOOTBALL		No Results Found

The Job Status Report displays the search outcome for the Names / DOB submitted. You will only receive a "Criminal Disposition Data Sheet" (sample shown on next page) if 1 or more names return a "RESULTS FOUND" status.

SEARCH RESULTS ARE BASED ON FINDING AN EXACT MATCH OF THE NAME AND DATE OF BIRTH SUBMITTED.

AS OF JULY 20, 2007, THE NYS OFFICE OF COURT ADMINISTRATION'S CHRS REPORT WILL NO LONGER PROVIDE CASE DISPOSITION DATA FOR NONCRIMINAL OFFENSES (E.G., VIOLATIONS AND INFRACTIONS.)

NYS TOWN AND VILLAGE COURT DISPOSITION DATA IS NOT AVAILABLE FOR THE PERIOD MAY 1991 THROUGH 2002. AS OF MAY 2007 ALL TOWN AND VILLAGE COURTS REPORT TO OCA. TOWN and VILLAGE DISPOSITION DATA FROM 2002 THROUGH MAY 2007 IS LIMITED. A LIST OF TOWN and VILLAGE COURT REPORTING DATES IS AVAILABLE ON OUR WEBSITE: www.nycourts.gov/apps/chrs

AS OF MAY 2009 AND IN ACCORDANCE WITH LEGISLATION CPL 720.15(1), THE NYS CRIMINAL HISTORY RECORD SEARCH REPORT WILL NOT REPORT PENDING CRIMINAL CASES CATEGORIZED AS YOUTHFUL OFFENDER ELIGIBLE. AS OF JANUARY 2017, THE NYS CRIMINAL HISTORY SEARCH REPORT WILL NOT REPORT CASE DISPOSITION DATA FOR A CASE WHERE A CONDITIONAL YOUTH PARDON HAS BEEN GRANTED BY THE GOVERNOR. ADDITIONAL INFORMATION REGARDING THE GOVERNOR'S PARDON POLICY: www.ny.gov/services/apply-clemency

AS OF APRIL 1, 2014, AND IN ACCORDANCE WITH THE MISDEMEANOR REDEMPTION POLICY, THE NYS OCA'S CRIMINAL HISTORY RECORD SEARCH (CHRS) REPORT WILL NO LONGER DISPLAY A CRIMINAL HISTORY FOR ANY INDIVIDUAL WHOSE ONLY CONVICTION WAS A SINGLE MISDEMEANOR MORE THAN TEN YEARS PRIOR TO THE DATE OF THE REQUEST. ADDITIONAL INFORMATION REGARDING THIS POLICY CAN BE FOUND ON OUR WEBSITE AT: www.nycourts.gov/apps/chrs.

This section provides information regarding the accuracy and completeness of the NYS CHRS Report

Criminal Disposition Data Sheet Example



NEW YORK STATE
 Unified Court System
 OFFICE OF COURT ADMINISTRATION
 25 Beaver Street
 New York, New York 10004
 CHRS@nycourts.gov

Division of Technology and Court Research
Criminal History Record Search (CHRS) Program
Criminal Disposition Information

Bill To Information	Job No.	Delivery Type	Job Date	Job Time
LAST, FIRST M 1 COURT DR. TROY, NY 12180	9321553	E-mail	04/03/2024	11:29 AM

Name (A.K.A.)	County	Date of Birth	Arrest Date
EINSTEIN, ALBERT	New York	03/14/1879	07/22/2006

Adjourn/Disposition Date, Charge, Disposition, and Sentence Information

New York Supreme Criminal Court

Docket/Case/Serial Number: SCI-04523N-2006
 Court Control Number: 58194899H
 Case Disposition Date: 09/08/2006
 Last Activity Date: 10/20/2006

Charge: PL 110-220.39 01 CF CSCS-3rd:Narcotic Drug (Attempted)
 Disposition/Status: Pled Guilty
 Sentenced to: Imprisonment (30 Months); Post-Release Parole Supervision (2 Years); License Suspended (6 Months)

OCA Remarks

Law Codes:

AC Administrative Code	CPL Criminal Procedure Law	LOC Local Law	RP Real Property Law
ABC Alcoholic Beverage Control Law	ECL Environmental Conservation Law	MD Multiple Dwelling Law	RR Railroad Law
BL Banking Law	GB General Business Law	MHY Mental Hygiene Law	SW Social Services Law
CON Conservation Law	GML General Municipal Law	PHL Public Health Law	TL Transportation Law
COR Correction Law	LAB Labor Law	PL Penal Law	VTL Vehicle and Traffic Law

Charge Nomenclature:

Example: PL 220.03.00 AM
 PL (Penal Law) = NYS Law 220.03 = Section 00 = Subsection AM = Severity 'A' Misdemeanor

Charge Severity:

I = Infraction V = Violation M = Misdemeanor F = Felony

Court Control Number:

This is preprinted on the NYS Fingerprint Card and used to match court dispositions to the arrest. This arrest specific numeric identifier can be used for contacting courts for case information when a docket (lower court) or case number (Supreme/County Court) is not available (e.g. case data reflects lower court dispositions as Grand Jury, Indicted, or Supreme Court Transfer but no related case number.)

Case Supplement Data:

Occasionally, current case disposition data cannot be displayed in the usual manner. We have provided this additional information under the heading of 'Case Supplement Data.' This information may not be complete and you should contact the court for complete case disposition.

UNDER NEW YORK STATE LAW VIOLATIONS AND INFRACTIONS ARE NOT CRIMES.

SEARCH RESULTS ARE BASED ON FINDING AN EXACT MATCH OF THE NAME AND DATE OF BIRTH SUBMITTED.

NYS TOWN AND VILLAGE COURT DISPOSITION DATA IS NOT AVAILABLE FOR THE PERIOD MAY 1991 THROUGH 2002. AS OF MAY 2007, ALL TOWN AND VILLAGE COURTS REPORT TO OCA.

DISCLAIMER: THIS RESPONSE IS BASED ON INFORMATION SUPPLIED BY THE CUSTOMER. ALL ENTRIES ARE AS COMPLETE AND ACCURATE AS THE DATA FURNISHED TO THE OFFICE OF COURT ADMINISTRATION BY THE NYS COURT OF CRIMINAL JURISDICTION.

These sections have information which may help you understand the case details.

My Account Page

The screenshot displays the 'My Account Page' with a left-hand navigation menu and a main content area. The navigation menu includes: Home CHRS, Options, New Search Request, History & Receipts, My Account (highlighted with a green circle 1), Resources, CHRS FAQ, ACH Originating #'s, Earliest Available Year for CHRS Data, Help, User Guide, and Contact Us. The main content area is titled 'My Account: View' and contains five sections: 2. Account Information (Username: testusername, Password: *****), 3. Personal Information (Name: Last, First M, Address: 1 Court Dr. Troy, NY 12180, Phone: 555-555-5555), 4. Email Addresses (1. recordsearch@gmail.com Primary), and 5. Account (Credit Card (Visa 9990) - x9990 - Expires 01/25). Each section has an 'Edit' link. A 'Saved Payment Options' section is also visible below the email addresses.

- 1. My Account Tab:** The “My Account” tab on the lefthand navigation menu brings you to this page.
- 2. Account Information:** Displays your username and password information. To change your password, click “Edit Account Information.” Your username can not be changed.
- 3. Personal Information:** Displays the name, address, and phone number you have on file. To edit, click “Edit Personal Information.”
- 4. Email Addresses:** Displays the email addresses you have on file.
 - The email address with the “Primary” label will be used to communicate with you regarding your CHRS Account activity, such as receipts and results from search requests, as well as self-service account recovery.
 - You may specify additional email addresses to receive the results of your search requests. However, these email addresses will not receive search request receipts or self-service account recovery correspondences.
 - To edit your primary email address or add an additional email address, click “Edit Email Addresses.”
- 5. Account:** Displays your saved payment options.
 - To manage your current payment options, click “Manage.” This allows you to change your payment options’ Nicknames and set a default payment option for future searches.
 - To add a new payment option, click “Add New Payment Option.”