

REQUEST FOR
CERTIFICATES OF CONVICTIONS
AND
CERTIFICATES OF DISPOSITIONS

1. TUESDAY AND WEDNESDAY ARE THE ONLY DAYS THE COURT WILL ACCEPT THESE REQUESTS.
2. A LETTER FROM IMMIGRATION OR AN ATTORNEY with PROPER ID MAY BE REQUIRED BY THE COURT AT TIME OF REQUEST.
3. NAME AND DATE OF BIRTH USED AT TIME OF ARREST WITH PROPER ID MUST BE PROVIDED BEFORE COURT CAN DO AN ACCURATE SEARCH OF THE RECORDS
4. \$5.00 FEE FOR EACH CERTIFICATION.
5. \$5.00 FEE FOR EVERY 2 YEARS THE COURT HAS TO GO BACK AND SEARCH THE RECORDS (JUDICIARY LAW 255)
6. CERTIFICATIONS CAN BE PICKED UP 12 WORKING DAYS FROM THE DATE OF REQUEST.

NAME YOU USED AT TIME OF
ARREST:

DATE OF BIRTH YOU USED AT
TIME OF ARREST:

WHY DID YOU GET ARRESTED?

WHAT WAS THE DATE OF ARREST
OR THE YEAR?

MUST PRESENT PICTURE ID.