



ORANGE COUNTY CLERK'S OFFICE

255 MAIN STREET GOSHEN, NEW YORK 10924
845- 291- 2690 FAX: 845- 378-2368

COUNTY CLERK KELLY A. ESKEW

JAMES G. MCGEE
DEPUTY COUNTY CLERK

EDWARD ENGLISH
DEPUTY COUNTY CLERK, DMV

WWW.ORANGECOUNTYGOV.COM/COUNTYCLERK

REQUEST FOR CERTIFIED COPY OF CRIMINAL CERTIFICATE OF DISPOSITION

Defendant's Name: _____

I, _____, am requesting a certified copy of my Certificate
(name)

of Disposition for _____, _____.
(indictment number) (index number)

I can be reached at _____.
(telephone number)

If this is a sealed case (youthful offender, etc.) your signature must be notarized.

Signature: _____

Notary Public:

- If you need additional information related to your criminal case, please call the Record Room at (845) 291-3287 or Court Papers at (845) 291-3286.
- There is a minimum certified fee of \$5.00 for up to 4 pages. Additional \$1.25 per page.
- There is a \$2.50 fee per year search fee for any cases prior to 1993.
- Please make all checks or money orders payable to the Orange County Clerk, "Not to exceed \$50.00" written on top of check. Also include your telephone number and driver's license number on your check.
- Please include a self-addressed, stamped envelope for the return of your documents.
- Requests **will not** be fulfilled without payment and a self-addressed envelope. Also, if a sealed case, your signature notarized.
- Requests may be sent to: Orange County Clerk
Attn: Court Papers
255 Main Street
Goshen, NY 10924