

REQUEST FOR CRIMINAL RECORDS

PLEASE CALL FOR INFORMATION TO COMPLETE THIS REQUEST: (845) 291-3286

Defendant's Name: _____

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

commitment (disposition) for _____ .
(index number)

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

Signature: _____

Notary:

- There is a minimum certified fee of \$5.00 up to 4 pages. Additional \$1.25 per page.
- There is a \$2.50 fee per year search fee for any case file. This fee applies to cases prior to 1993, since after that year it can be searched for on the computer.
- Please make all checks or money orders out to Orange County Clerk, "Not to exceed \$50.00" written on top of check.
- Please include a self - addressed stamped envelope for the return of your documents.
- Requests will not be fulfilled without payment and self – addressed envelope.
- Requests may be sent to: Orange County Clerk's Office

Attn: Court Papers
255 Main Street
Goshen, NY 10924