

CERTIFICATE OF DISPOSITION REQUEST FORM

NORTH GREENBUSH TOWN COURT
2 Douglas Street, Wynantskill, NY 12198
Phone: (518) 283-2789

Please complete the required information below to request a Certificate of Disposition. You may either bring your completed form to the court in person, or you may mail the completed form to the court. A fee of five (\$5) dollars is required to obtain a Certificate of Disposition. When delivering your request in person, the fee may be paid in cash or by certified check or money order, and you must provide a valid photo ID. When mailing your request, the fee may be paid by certified check or money order (do not send cash in the mail), and the form must be notarized below.

Requestor Information			
Requestor	Date of Request: _____	Name: _____	
		Address: _____	
		Phone: _____	
Role	<input type="checkbox"/> I am the Defendant <input type="checkbox"/> I am the Defendant's Agent (must provide notarized authorization from the defendant)		
Receipt	<input type="checkbox"/> Please mail to the above address (must provide self-addressed stamped envelope) <input type="checkbox"/> I will pick up at court when notified		
For Court Use Only	<input type="checkbox"/> \$5 Certificate of Disposition Fee PAID <input type="checkbox"/> Cash <input type="checkbox"/> Certified Check # _____ <input type="checkbox"/> Money Order <input type="checkbox"/> Receipt Number _____ Judge _____ <input type="checkbox"/> Proper ID provided (specify): _____ <input type="checkbox"/> Written authorization provided (for Defendant's Agent only)		
Defendant Information			
Name	First: _____	Middle: _____	Last: _____
AKA(s)	_____		
Date of Birth	Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female <input type="checkbox"/> Unknown
Case Identifiers (provide as much information as you can, but you MUST provide at least one)			
Arrest Date	or Date Range from _____ to _____		
Charges	_____		

Form **MUST** be notarized when submitting request by mail.

Sworn to before me this _____
day of _____, 20____.

Signature of Requestor

Notary Public