

HELP US HELP YOU

TO EXPEDITE YOUR REQUEST, PLEASE READ THE IMPORTANT INFORMATION BELOW:

The Division of Criminal Justice Services (DCJS) is the New York State repository for criminal history information. The information reported on the Criminal History Record Information (CHRI) report is provided to DCJS by various criminal justice agencies such as law enforcement agencies, courts, Parole and Probation. If you feel your CHRI is incomplete or inaccurate, the challenge process gives you the opportunity to provide supporting documentation to DCJS. Please follow the guidelines listed below to challenge arrest data, disposition data or the sealing of CHRI.

Arrest Data

To modify arrest data such as arrest charges, date of arrest or date of crime, as contained on your CHRI report, YOU must contact the arresting agency to request that they submit the modification to DCJS. DCJS REQUIRES written notification from the ARRESTING AGENCY to correct this information on your CHRI report.

Disposition Data

To correct case disposition data, or to update missing disposition data, YOU must contact the court of adjudication to request a certified copy of the disposition. Once you have obtained the certified court document, please forward it to the DCJS Record Review unit for processing. Photostatic copies are NOT acceptable unless they contain an embossed (raised design) seal from the issuing court.

Sealing Criminal History Information

If you have a question regarding a case disposition of dismissal, acquittal or conviction of a violation or infraction appearing on your CHRI which is NOT SEALED, you should contact the court of adjudication to request a certified record sealing order. Once you have obtained the certified court seal order, forward it to the DCJS Record Review unit for processing. Photostatic copies are NOT acceptable unless they contain an embossed (raised design) seal from the issuing court.

For your information, sealed criminal history information is not expunged/deleted from the CHRI reports. This information is suppressed and only released where authorized by law. Listed below are the cases where sealed/suppressed information will be released.

- In response to a fingerprint inquiry regarding a job applicant for peace/police officer employment;
- In response to an inquiry regarding an application for a firearms license;
- Pursuant to a court order;
- In response to a request for Record Review, which can only be requested by you or your attorney when authorized by you.