

**REQUEST FOR CRIMINAL  
CERTIFICATE OF CONVICTION / CERTIFICATE OF DISPOSITION**

**1. Contact Information**

Name:
Agency/Organization (if applicable):
Phone Number:
Email address:
Mailing Address:

**2. Defendant's Information:**

Name of Defendant:
Case Number, if known:
Year of Arrest and/or Conviction:
Criminal Charges, if known:

**3. Method of Delivery**

<input type="checkbox"/>	Email an electronic certified copy to email address listed above.
<input type="checkbox"/>	Mail a certified paper copy to the physical address listed above.
<input type="checkbox"/>	Pick up in person at Clerk's Office in Syracuse, Albany, Binghamton or Utica

- 4. Fees:**     **This request requires a Fee – See [Court fees & Rates](#)**  
Clerk's office will send an email from [erequests@nynd.uscourts.gov](mailto:erequests@nynd.uscourts.gov) with a secure link to make payment via Pay.gov. Please check your spam/junk folder for email for link to make payment within next 24 to 48 hours.

**5. Number of copies:**

**6. Comments:**