

WHERE DO I GET MY CERTIFICATE OF DISPOSTION?

If you have ever been arrested or convicted of an offense, you must get a Certificate of Disposition for **every arrest**, from the Court Clerk in the **COUNTY** where you were arrested. You should make sure you have:

- The docket number (if you know it)
- Date of arrest
- Valid government issued photo ID
- **\$10 cash**(exact change only)

Please note that if you were an issued a summons all charges must be paid in full for you to receive your certificate of disposition. The certificate will tell you what offense(s) you were charged with, what offense (s) you were convicted of, what date you were convicted, and the sentence imposed. If you have been arrested more than once, you must get a separate Certificate for each incident.

County Clerk Office Locations in New York City, all open Monday - Friday 9am to 5pm.

New York County(Manhattan) Criminal Court, Room 150 Supreme Court, Criminal Div., Room 1000 100 Centre Street New York ,NY 10013	Queens County Criminal Court, Rom G-78 Supreme Court, Criminal Division, Room 710 125-01 Queens Boulevard Kew Gardens, New York 11415
Kings County (Brooklyn) Criminal Court 120 Schermerhorn Street, Room 510 Brooklyn, NY 11210 Supreme Court Criminal Division 320 Jay Street Brooklyn, NY 11210	Richmond County(Staten Island) Criminal Court 67 Targee Street 1 st Floor Staten Island, NY 10304 Supreme Court, Criminal Division 18 Richmond Terrace, Room 110 Staten Island, NY 10301
Bronx County Criminal Court 215 E. 161 Street,1 st Floor Bronx, NY 10451	Supreme Court, Criminal Division 265 E.161Street,2 nd Floor Bronx, NY 10451

If you have been issued a summons by the Metropolitan Transportation Authority (MTA), get a disposition letter. In NYC, this is obtained at the NYC Transit Adjudication Bureau, 29 Gallatin Place, 3rd Floor, Brooklyn, NY 11201, (347) 643-5805. A \$10 fee, government ID and Social Security Card will be required. If you do not have a Social Security Number, you must provide a notarized statement that you have not been issued one.