

Please Read the Notice & Instructions for This Form

Erie County Sheriff's Office

REQUEST FOR RELEASE OF CRIMINAL HISTORY RECORD INFORMATION

I, the undersigned, request arrest record information from the files of the Erie County Sheriff's Office on my personal record for the purpose of review and challenge. I understand that the search of the files will not include arrest information from other local police agencies, the New York State Identification and Information Service (NYSIIS), or the Federal Bureau of Investigation. My identification and signature have been verified by a Notary Public or a Commissioner of Deeds.

APPLICANT NAME _____

LAST

FIRST

MIDDLE

OTHER NAMES I HAVE USED

(ALIAS, MAIDEN, FORMER MARRIED) _____

CURRENT ADDRESS _____

CITY, TOWN OR VILLAGE _____ STATE _____ ZIP _____

PHONE HOME (____) _____ WORK (____) _____

SEX (CIRCLE) M F DATE OF BIRTH ____ / ____ / ____ SOCIAL SECURITY NUMBER _____

IF YOU NOW LIVE OUTSIDE OF ERIE COUNTY, PLEASE LIST YOUR LAST ERIE COUNTY ADDRESS
CITY, TOWN

STREET ADDRESS _____ OR VILLAGE _____

DATE _____ SIGNATURE _____

State of New York
County of Erie } S.S.
Town of }

On the _____ day of _____, 20____, before me personally appeared

To me known to be the same person described herein, and who has executed the foregoing instrument and acknowledged the execution thereof.

NOTARY PUBLIC OR COMMISSIONER OF DEEDS

NOTICE

1. Criminal history record checks can be obtained only by an individual on his / her Personal record for the purpose of review and challenge of accuracy of Sheriff's Office files.
2. Title 28 of the United States Code prohibits the dissemination of criminal history record information to any person, agency, or firm except those engaged in the administration of law enforcement, the courts, or agencies entitled to access this data by specific legislation.
3. Generally, private sector employers are not entitled to receive this information. This review is not intended as a pre-employment background check for any public or private agency, business or firm.

INSTRUCTIONS

1. Complete all the information on the front of this form.
2. Have your identification and signature verified on the form by a Notary Public or a Commissioner of Deeds.
3. Bring this form, proper ID, and either cash, a United States Postal Service Money Order, Bank Money Order, or Bank Check payable to the "Erie County Sheriff's Office" in the amount of TWENTY-FIVE dollars (\$25.00). ***** Note - personal or business checks are not accepted.**
4. Return this completed form and remittance IN PERSON to:
Erie County Sheriff's Office
Bureau of Identification
134 West Eagle Street
1st Floor
Buffalo, New York 14202

Please be sure to bring an ACCEPTABLE form of ID.

5. You will be notified to pick up the report within 10 business days.