

**RECORD SEARCH INFORMATION
CHENANGO COUNTY CLERK'S OFFICE**

The Chenango County Clerk's Office will perform criminal record searches upon written request accompanied by payment of the appropriate fees. A Request for Criminal Record Search form is attached.

The fees are as follows:

CRIMINAL SEARCH FEES	
YEARS	FEE
Each two-year period or Portion thereof	\$5.00 <i>per name</i>
Search with request for Certificate of Conviction	\$5.00 search each two-year \$5.00 per Certificate of Conviction
Certificate of Conviction Only* *Must supply Indictment Number	\$5.00 per Certificate of Conviction

CIVIL ACTION SEARCH FEES	
YEARS	FEE
Each two-year period or Portion thereof	\$5.00 <i>per name</i>
Certificate of Disposition	\$5.00 per Certificate of Disposition
Copies of Papers	\$.65 per page with a minimum of \$1.30 per document. \$40.00 maximum <i>per document</i>
Certificate of Disposition Only* *Must supply Index Number	\$5.00 per Certificate of Disposition

Any request must include the name (and all alias if desired) of the subject, subject's date of birth, requestor's name, address and telephone number.

Civil requests must include the name of the plaintiff or defendant.

Please note: From 1994 to present we can search civil actions by either plaintiff or defendant name. However, prior to 1994 we can search by the defendant's name.

The results will be mailed to you.

REQUEST FOR CRIMINAL RECORD SEARCH

To: CHENANGO COUNTY CLERK'S OFFICE
5 Court Street, Norwich, NY 13815

I am requesting the County Clerk's Office to perform a criminal history search of the criminal records maintained by the Chenango County Clerk's Office and provide me with written information on the person indicated below. I have provided the necessary information and paid the required fees. (Fees are \$5.00 for each name searched for every two-year period or portion thereof per CPLR 8020(g) and 8021(d). Checks payable to Chenango County Clerk.

Date: _____ **Signature:** _____

Address: _____

Phone Number: _____

Name of person for whom I am requesting a record search:

(Include any maiden names or known alias. Reminder, search fee is for *each* name searched.)

Date of Birth (*required*): _____

Time period to be searched (from what year to what year):

Social Security Number (if available): _____

***Indictment Number (if available):** _____

* If Indictment Number is furnished to the Clerk – the fee is only \$5.00 for the Certificate of Conviction. There would be no search fee.