

NEW YORK STATE CRIMINAL RECORD SEARCH ORDER FORM

Please fill out this Record Search Order Form, then select the "CLICK TO PAY" link below. Search results are available immediately from the Office of Court Administration Record search server, However, the **Certification Letter** which is necessary to get an apostille may take several days to be returned to me. See below on how to expedite this letter.

NOTARY & APOSTILLE SERVICE, INC
409 44th Street
COPIAGUE, NY 11726-1009, USA
AL.MURRAY@GMAIL.COM
1-866-518-5115

ENTER YOUR LAST NAME, FIRST NAME & DATE OF BIRTH

LAST NAME: _____ ← LAST Name

First Name: _____ ← First Name only

Date of Birth: _____ Format the date as MM/DD/YYYY

RETURN DOCUMENTS TO

Name:	
Company (optional):	
Street Address:	
City/State/Zip/Country:	
Phone:	Email address:

Expedited Certification This service is to expedite the sending of the **certification letter** from the Office of Court Administration, OCA. They will normally send the certification letter to me by regular mail, and it can take up to 7 business days. Otherwise, I will send them a Fedex label so I can receive the certification letter by the next business day. This is service is only for the Certification Letter.

RUSH Apostille Service; 1 - 2 business days, \$310. **Regular Apostille Service** may take 3 or more business days, \$250.

The Apostille Service is for what Country? _____

The RESULTS can be forwarded or returned to you by

USA USPS Priority USA USPS Express USPS FedEx USA Overnight
 International USPS Priority International USPS Express USPS FedEx International

Total Cost: _____ [CLICK TO PAY](#)

If the incorrect amount is shown when you click the 'click to pay' link you can change it to the correct amount and proceed.

Disclaimer

You acknowledges that this is not a nationwide search & your LAST Name, First Name & Date of Birth as entered above will be submitted to the New York State Court Administration to search though all New York State Court Records for public records relating to any open/pending and convictions of criminal cases originating from any County/Supreme, City, Town and Village courts of all 62 counties of New York State. Sealed records are not disclosed. This search only uses your LAST name, First name & your birthday as entered above. If you include your middle name or initial as part of your first name you may not receive accurate search results. The records search will be certified by the Court Administration & Authenticated by the County Clerk Office if required. This service does not include an apostille unless you paid the amount listed on this form for an apostille. *If you make a mistake in how you entered your name & or birth date & the report is run. You must fill out a new request form with the correct information.* There maybe a reduction in the service fee depending on the amount of work completed. Payment is required in advance before the Criminal History Record Check report can begin. **THERE IS ABSOLUTELY NO REFUND once your order has been run for a background record check.**

Notes:

If you have any Questions you can call: USA 1-866-518-5115 ext 1, outside the US +1-718-569-7422 or email us at: AL.MURRAY@GMAIL.COM This Online form works best in Internet Explorer 9 and was created using Acrobat XI Professional, if you have a problem filling out this form online; try using the [FireFox Browser](#). Or save the form to your computer & fill-in separate from your internet browser, Also, please check for an update to your acrobat program for any issues as the form may use advance features not in your current version of Acrobat. This form was revised & updated on: February 8, 2024