

Civilian Record Review:

The Division of Criminal Justice Services provides individuals with the opportunity to obtain and review *their own* criminal history record for the purpose of challenging the accuracy and completeness of that record. Individuals may also request a copy of *their own* criminal history record for personal use. [If no record exists, a statement to that effect will be provided.]

To obtain a copy of your criminal history record, request an informational packet from:

**Record Review Unit
New York State Division of Criminal Justice Services
Alfred E. Smith Building
80 South Swan St.
Albany, New York 12210**

Call 518-485-7675 , or visit our [Record Review Page](#) for full details.

Personal Criminal History Record Review Program

Pursuant to 9 New York Code of Rules and Regulations Part 6050.1, the New York State Division of Criminal Justice Services (DCJS) allows an individual or his/her attorney to obtain either a copy of all criminal history information maintained on file at DCJS pertaining to him or her, or a response indicating that there is no criminal history information on file.

If you believe that you may have criminal history information stored under more than one name on the criminal history database, please include those additional name(s) as aliases on the application and fingerprint card. That will assist in the location of additional sealed records not supported by fingerprints. A criminal history record report, which will include any employment and licensing fingerprint events, or a "no record" response, may be used for any personal reason by that individual. However, a record review response cannot replace or supplant a fingerprint supported criminal history background check for employment or licensing where such a check is required by State, federal or local law.

Note: a personal record review cannot be requested for another person in order to determine if that person has a criminal history.

New York State Labor Law §201-f provides that every employer shall post, in a place accessible to his or her employees, a copy of [Correction Law Article 23-A](#) relating to the licensure and employment of persons previously convicted of one or more criminal offenses.

Please click the appropriate link for information on requesting a Personal Criminal History Record Review: [Record Review Fee-Based \(Living in New York State\)](#)

To Request a Public Record Review While Living in New York State:

1. Contact MorphoTrust USA - a vendor under a state contract - by calling 1-877-472-6915 (toll free number) or by visiting their website at www.Identogo.com to schedule an appointment for fingerprinting.
2. The "[Request for MorphoTrust USA Fingerprinting Services – NYS Division of Criminal Justice Services Record Review Program](#)" form describes the information that will be requested when you schedule the appointment.
3. In completing that information, please note:
 - a. The Record Review ORI Number -**NYDCJSPRY** –must be listed.
 - b. You may request that your response be sent to your attorney rather than yourself.
4. When you arrive for your fingerprinting appointment, you must:
 - a. Provide two forms of identification (information on acceptable forms are available on the MorphoTrust USA website or from the MorphoTrust USA Call Center); AND
 - b. Pay the fee for fingerprinting services - \$60.75 - (the DCJS Record Review Fingerprint Fee of \$50.00 plus the MorphoTrust USA processing fee of \$10.75) using a personal or business check, certified check, bank check, money order, cash, or credit card made out to "MorphoTrust USA".

DCJS Response: Upon completion of your MorphoTrust USA fingerprinting appointment:

- You may verify that your fingerprint transaction has been submitted to DCJS by calling MorphoTrust USA at 1-877-472-6915 (toll free number).
- DCJS will mail your response to via U.S. mail seven to ten business days after receipt of the fingerprints. Responses cannot be picked up at DCJS.
- The response may include criminal, civil or no record information. A form explaining how to challenge any reported information will also be included with the response. This link provides you with [guidelines to expedite your request](#) to challenge your record.

[Record Review Fee-Based \(Living Outside New York State\)](#)**To Request a Record Review While Living Outside New York State:**

- Contact the DCJS Record Review Unit to request an out of state Record Review application packet by:
 - **Phone:** (518) 485-7675; (518) 457-9847 or 1-800-262-3257 (DCJS Customer Contact Center)
 - **E-Mail:** RecordReview@dcjs.ny.gov; Please provide current **complete** mailing address in your email (including addresses outside the United States) to obtain the application packet as the **packet cannot be emailed**; OR
 - **Mail:**
 - DCJS Record Review Unit
New York State Division of Criminal Justice Services
Alfred E. Smith Building
80 South Swan St.
Albany, New York 12210
 - **Note: If you live in Canada,** you may request an application packet by calling 1-800-749-7554 or by calling or visiting an **MorphoTrust USA** site (see <http://www.l1id.com/pages/564-canada-locations> for site information).
- Complete the "Request for MorphoTrust USA Cardscan Fingerprinting Services – NYS Division of Criminal Justice Services Record Review Program" application form and mail it to MorphoTrust USA (address below) with:
 - Your fingerprints and demographic information on the enclosed fingerprint card. **DO NOT BEND THE CARD WHEN MAILING! YOU NEED TO USE THE ENCLOSED CARD TO ENSURE PROPER PROCESSING!** AND
 - The fee of \$60.75 – (the DCJS Record Review Fingerprint Fee of \$50.00 plus the MorphoTrust USA processing fee of \$10.75) which may be paid using a personal or business check, certified check, bank check, money order, or credit card made out to "MorphoTrust USA".
 - **Note:** If appropriate, complete the authorization on the application form to have the Record Review response mailed to your attorney.
- **Out of State Record Review Vendor Mailing Address**
 - MorphoTrust USA ESD/Livescan Processing Unit
1650 Wabash Ave, Suite D
ATT: Cardscan Dept
Springfield, IL 62704

DCJS Response: After mailing your Record Review packet to MorphoTrust USA:

- You may verify that a fingerprint card mailed has been received by MorphoTrust USA and/or submitted to DCJS for processing by calling MorphoTrust USA at 1-877-472-6915 (toll free number) or 1-217-793-2080 (from outside the United States).
- DCJS will mail your response to via U.S. mail seven to ten business days after receipt of the fingerprints. Responses cannot be picked up at DCJS.
- The response may include criminal, civil or no record information. A form explaining how to challenge any reported information will also be included with the response. This link provides you with [guidelines to expedite your request](#) to challenge your record.