THE LEGAL AID SOCIETY

WHERE DO I GET MY CERTIFICATE OF DISPOSITION?

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
- ☐ photo ID
- ☐ $10 (exact change only)

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