

The Criminal History Record

Introduction to the New York State Criminal History Record

New York State Executive Law Article 35 establishes the New York State Division of Criminal Justice Services (DCJS) as the central repository for criminal history records in New York State. New York State Criminal Procedure Law (CPL) Article 160 defines the duties of DCJS when processing fingerprint images submitted by a police officer or agency. CPL 160.30 provides that DCJS is to classify the fingerprints, search its files for information concerning previous records of the individual and promptly transmit the results of the search to the police officer or agency.

In order to fulfill these responsibilities, criminal history reports, or “rapsheets,” are provided by DCJS in response to both criminal and non-criminal inquiries. Each report contains information that is on file at DCJS, but the amount of information released depends on who requested the information and the reason for the request. Access to criminal history data will depend on specific the eligibility of the requesting entity and status of the record in question. (Note: If an individual requests a review of his/her own criminal history record through the DCJS Record Review process, all information on file will be made available.)

A DCJS rapsheet can be comprised of both civil and criminal data and may contain the following sections:

- Attention: Important Information
- Identification Information
- NYS Criminal History information including:
 - Arrest/Charge Information
 - Court Information
 - Incarceration Information
 - Certificate of Relief
 - Other Information
 - Other History Related Information
- Job/License Information
- Wanted Information
- Missing Person Information

To provide a full overview of the DCJS rapsheet, this guide is divided into sections with explanations and illustrations using a sample rapsheet below.

Attention - Important Information

The first section is **Attention - Important Information**. This section includes banners that, when present, alert the user to specific types of information included on the rapsheet and to the restrictions on the dissemination of such information. The following is an example of some available banners:

Attention - Important Information

* See **Additional Information** at the bottom of this response for more banners pertaining to the criminal history

Required to provide a DNA sample for inclusion in the State DNA databank. Call DCJS Office of Forensic Services at (518) 457-1901 during business hours for more information.
["DNA specimen collection guide"](#)

Currently under Sentence to NYS Department of Correctional Services. Call the Office of the Inspector General at (718) 626-1710 during business hours of 7:00 AM to 7:00 PM Eastern Standard Time, Monday thru Friday. At any other time, please contact the Command Center, New York State Department of Correctional Services at (518) 457-5902.

Violent Felony offense(s) on file

Identification Information

This section of the rapsheet provides personal information pertaining to the subject of the inquiry. The following illustrates the type of information collected followed by a description of selected data elements:

Name may include multiple names and aliases used by the subject reported through various criminal or civil fingerprint submissions. The names are listed by frequency in descending order.

Date of Birth could include multiple dates if the subject has previously reported numerous dates of birth. The dates are listed by frequency in descending order.

Address lists addresses of the subject in chronological order.

Sex, Race, Ethnicity, Skin Tone indicates information most frequently reported. Note: if multiple sexes are reported, all reported sexes will be shown; if multiple races, ethnicities and skin tones are reported, more than one entry will appear only if the frequency of reporting such race, ethnicity and skin tone is equal.

Eye Color, Hair Color, Height, and Weight indicates information from the most recently reported fingerprint submission.

SSN (Social Security Number) may list more than one number if the subject has reported numerous SSNs through various criminal or civil fingerprint submissions.

NYSID # (*New York State Identification Number*) is a unique number assigned by DCJS to an individual with criminal and/or civil New York State history. An individual may have more than one NYSID number if all previous histories are sealed.

FBI # is the primary identification and file number assigned by the FBI.

Probation Client ID # is an identification number attached to an individual's supervision history assigned by a probation agency or by the Office of Probation and Correctional Alternatives.

Identification Information			
	Name:		
	SAM SAMPLE	CARL PUBLIC	
	JOHNNIE DOE	SAMMY SAMPLE	
	JOHNNIE DILENGER	MICHAEL SAMPLE	
	JOE ANYBODY	SAMMY E HOSTNAME	
<hr/>			
	Date of Birth:		
	May 24, 1956	May 25, 1956	Jan 28, 1960
	May 06, 1957	May 24, 1957	
<hr/>			
	Place of Birth:		
	New York	Massachusetts	New Jersey
<hr/>			
Cycle 9			
Arrest Date July 06, 2006			
Address:			
BLACK ROCK RD, KING FERRY, NY			
16 KARNER RD, COLONIE, NY			
29 BRUEN COURT, ORCHARD PARK, NY			
345 ROUTE 20, DUANESBURG, NY			
44 BEAVER ST, NEW YORK, NY 10004			
534 MAXWELL ST, DEWITT, NY			
9 STUYVESANT PLZ, ALBANY, NY			
BLACK ROCK RD, KINGS FERRY, NY			
<hr/>			
Sex:	Race:	Ethnicity:	SkinTone:
Male/Unknown	White	Hispanic	Light
Eye Color:	Hair Color:	Height:	Weight:
Hazel	Blonde	5' 07"	160
<hr/>			
SSN:			
099-99-9992 099-99-9991 099-99-9994			
NYSID#:	FBI#:	Probation Client ID#:	NCIC Classification:
05870633R	9003300	1690020	CIPO1217131611121314
III status: Criminal record in other states or in multiple FBI files for NYS			
<hr/>			
US Citizen:			

NCIC Classification is the National Crime Information Center fingerprint classification.

III Status is the Interstate Identification Index status. This indicates whether or not there is information available in states other than New York.

Note: Any information associated only with sealed records will not display unless the agency and reason for the request allows for release of the sealed data based upon relevant of the CPL.

Summary Information

This section of the rapsheet provides a quick reference guide to the subject's criminal history. The summary information is a quantitative synopsis of all releasable arrest, conviction, and open charge information which is detailed later in the rapsheet. Arrests prior to 1972 are not included in the summary information, but can be found in the "Other Information" section of the rapsheet.

Summary Information			
Name:	SAM SAMPLE	Total Arrests:	6
Date of Earliest Arrest:	March 10, 1998	Date of Last Arrest:	July 06, 2006
<hr/>			
Total Arrests Charges:	11	Total Convictions:	2
Felony:	3	Felony:	1
Violent Felony:	3	Violent Felony:	1
Firearm:	1	Firearm:	0
Misdemeanor:	8	Misdemeanor:	1
Other:	0	Other:	0
		YO Adjudication(s):	1
<hr/>			
Warrant Information:		Revocation Counts:	
Failure to Appear Counts:	3	Probation:	1
Open Warrants:	1	Parole:	0
		Miscellaneous:	
		Escape Charges:	0
		Sex Offender Convictions:	1

Name represents the most frequently reported name of the individual.

Total Arrests Charges represent a count of all arrest charges in the history. They are further refined to show felony arrest charges (with violent felony charges being a subset of the felony category), misdemeanor arrest charges and other arrest charges which include violations, infractions and charges with an unknown category type.

Total Convictions reflects the total number of felony convictions (with violent felony convictions being a subset of the felony conviction category), misdemeanor convictions, and other convictions which include violations, infractions and convictions with an unknown category type. *Note: Youthful Offender (YO) Adjudications, if permitted to be released, are shown in the conviction column, but are not included as part of the Total Conviction count.* The conviction is vacated in order to obtain a YO adjudication.

Total Open Charges reflects the total number of felony, misdemeanor and other (violations, infractions) open charges. An arraignment charge is considered an open charge if a disposition has not been reported for that arraignment charge. All arrest charges are considered open if there are no arraignment charges and no final disposition. If there is a final disposition, all arrest charges are considered closed. If there are arraignment charges, arrest charges cannot be individually accounted for because a person may have been arraigned on charges that differ from those for which he/she was arrested.

Sex Offender Convictions are based on convictions for Sex Offender Registry charges.

NYS Criminal History Information

The criminal history section of the rapsheet displays criminal events maintained on DCJS records. This section is organized according to criminal cycles. Each cycle refers to a single fingerprintable event.

Arrest/Charge Information

This information is reported by the arresting agency and usually is supported by an arrest fingerprint transmission.

Arrest/Charge Information

Arrest Date: July 06, 2006 08:00 pm (20:00:00)

Name:	SAM SAMPLE
Date of Birth:	January 28, 1960
Sex:	Male
Ethnicity:	Hispanic
SSN:	099-99-9992
Age at time of crime/arrest:	46
Address:	BLACK ROCK RD, KING FERRY, NY
Fax Number:	73154
Place of Arrest:	New York County, NY
Date of Crime:	July 06, 2006
Place of Crime:	New York County, NY
Criminal Justice	
Tracking No.:	30622109J
Arresting Agency:	NYCPD PCT 030
Arresting Officer ID:	874981
Arrest Number:	M06999923
Arrest Charges:	
-- Criminal Possession Of A Weapon- 2nd Degree	
PL 265.03 Class C Felony Degree 2 NCIC 5212	
-- Attempted Criminal Sexual Act-1st Degree: By Forcible Compulsion	
PL 130.50 Sub 01 Class C Felony Degree 1 NCIC 1199	

“No Arrest Reported” will appear in place of the arrest information when the arresting agency did not submit the arrest.

If special circumstances apply to this arrest, there will be additional information beneath the Cycle Number, preceding the arrest date, which may include the following:

- **Cycle may not be supported by fingerprints** - This arrest does not have fingerprints on file to support the data. In all cases, except for marijuana charges adjourned in contemplation of dismissal pursuant to CPL 170.56, the fingerprint card supporting the arrest is destroyed when an action is "Sealed in Termination of a Criminal Action in Favor of the Accused CPL 160.50". This is displayed at the end of the court case that is sealed. If there are multiple court cases for a cycle, all cases must result in a seal in order for the entire cycle to be sealed and the fingerprints destroyed.
- **Violent Felony Offense** - This cycle contains a charge which is classified as a violent felony. The charge may be an arrest, arraignment, disposition or institution admission charge.
- **Domestic Incident Report Filed** - There was a Domestic Incident Report filed at the time of the arrest. This is not an Order of Protection.
- **Youthful Offender** - This cycle contains a Youthful Offender Adjudication finding by the court.
- **Juvenile Offender** - The charges at the time of arrest are considered

Juvenile Offender charges.

- **Juvenile Delinquent** - The charges at the time of arrest are considered Juvenile Delinquent charges.

Arrest Charges are those charges reported by the arresting agency. Charges which are arraigned and disposed by the court are reported under “Court Information”.

Court Information

Court Information appears directly underneath the Arrest/Charge Information for the related arrest. Courts report dispositions electronically to DCJS via the New York State Office of Court Administration. If a disposition has not been reported to DCJS, “**No Disposition Reported**” will appear in lieu of Court Information.

-- Court: New York County Supreme Court Case Number: 2006-3452			
Initial Report Of Indictment Number August 01, 2006			
Convicted Upon Plea Of Guilty August 27, 2006			
-- Attempted Criminal Sexual Act-1st Degree: By Forcible Compulsion			
PL 130.50 Sub 01	Class C	Felony	NCIC 1199
In Full Satisfaction of:			
-- Criminal Possession Of A Weapon- 2nd Degree			
PL 265.03	Class C	Felony	NCIC 5212
Sentenced to:		August 27, 2006	
Term: 1 Year(s) to 3 Year(s)		Sentence Date:	

Court is the name of the court where the case was heard.

Case Number is a generic term used for identifying a docket number in local courts and an indictment number or Superior Court Information Number in superior courts.

Disposition is the action taken by the court and the date of that action.

Rapsheet users need to be aware of the ever-changing nature of disposition data.

Disposition Charges: Listed in the Court Information above are Arraignment and Disposition Charges in contrast to the Arrest charges shown earlier in the rapsheet. The charges are organized according to the same format, but refer to charges which are prosecuted. Charges dismissed as a result of a plea agreement may be listed here following “In full satisfaction of”, and charges reduced from another charge may be listed here followed by “Reduced from.”

Sentencing: Sentencing and date sentenced for findings of guilty will be displayed at the end of the conviction after listing all appropriate reductions and plea-satisfied charges as appropriate.

Sealed Arrests/Disposition Cycles

Following is an example of an arrest and disposition that resulted in an outcome favorable to the defendant. Favorable outcomes are sealed pursuant to CPL 160.50, 160.55, and conditionally sealed pursuant to 160.58. These sealed arrests and dispositions would not be included in the majority of rapsheets disseminated. This example is included for the few entities that have access to sealed or conditionally records pursuant to the provisions of CPL 160.50, 106.55 and 160.58.

<p>Court Case Information -- Court: Guilderland Town Court Case Number: 98001</p> <p>Arrested March 10, 1998 -- Criminal Tampering-2nd Degree PL 145.15 Class A Misdemeanor NCIC 2999</p> <p>Dismissed March 10, 1998 -- Criminal Tampering-2nd Degree PL 145.15 Class A Misdemeanor NCIC 2999</p> <p>Sealed Upon Termination Of Criminal Action In Favor Of The Accused CPL160.50 November 16, 1998</p>
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Incarceration Information

Local jails and the New York State Department of Corrections and Community Supervision (DOCCS) report incarceration admissions to DCJS when a sentenced person is first admitted to the facility. DOCCS also reports to DCJS when the inmate is released from the facility, and as appropriate, if the inmate is returned to the facility upon a parole violation.

<p>Incarceration/Supervision Information</p> <p>Incarceration Admission Information</p> <p>Admission Date: September 01, 2006 Admission Reason: New Commitment Agency: NYSDOCS Elmira Reception Center State Inmate ID No.: 66B1300 Sentence to: Term: 1 Year(s) to 3 Year(s) Max Expiration Date: September 01, 2009 Conditional Release Date: September 02, 2007 Inmate Name: SAM SAMPLE Admission Charges: -- Attempted Criminal Sexual Act-1st Degree: By Forcible Compulsion PL 130.50 Sub 01 Class C Felony Degree 1 NCIC 1199</p>

Admission Date is the date that the prisoner is admitted to the incarceration facility.

Admission Reason is the reason for admission.

Agency is the department reporting the initial admission information. DOCCS does not report when an inmate is transferred to another facility

State Inmate ID No. is the inmate number assigned by DOCCS or the local facility. It is often referred to as the "DIN" Number. For inmates under State custody, the first two digits are the year initially incarcerated. The 3rd digit is an abbreviation for the facility to which the inmate was admitted. The remaining digits are sequentially assigned to inmates for that year.

Sentence to refers to the term of incarceration specified by the court at time of sentence.

Max Expiration Date is the last date on which the inmate will complete the full term of his or her sentence.

Conditional Release Date is the earliest calculated date on which an individual must be released from incarceration. This is two-thirds the maximum sentence for indeterminate sentences (sixth-sevenths for determinate sentences) adjusted by jail time and any loss of good time.

Release Date is the date when the inmate is released from incarceration.

Release Reason is the reason for release from an incarceration facility.

Parole Release Information

DOCCS reports data on-line to DCJS at various stages of the supervision process including when an individual is released from prison and begins parole supervision*; when the parolee completes his or her term and is discharged; or when a parolee is revoked for some reason (e.g., commission of another offense).

*Effective October 1995, an individual may also be sentenced directly to parole supervision by the court (judicially sanctioned), without first being incarcerated. The segment appears on the rapsheet just like other releases to parole except that the area of assignment will be Willard. (If a disposition is present in the event, the sentence area should read "Parole Supervision Sentence".

Parole Release Information

Received by Parole on:	February 15, 1987
Release Type:	Initial Release to Parole
Max Expiration Date:	June 01, 1989
Supervision Office:	Manhattan I
Parole ID Number:	86B1300
Name:	CARL PUBLIC

Parole Discharge Information

Discharged from Parole on:	June 10, 1987
Discharge Type:	Discharged - Statutory Action
Parole ID Number:	86B1300

Received by Parole is the date the inmate was released from prison and started supervision under Community Supervision.

Release Type is the reason for release to Community Supervision.

Max Expiration Date is the expiration date when the parolee will complete his or her term.

Supervision Office is the area to which the parolee is assigned.

Parole ID Number is the same number as the Inmate ID Number.

Discharge from Parole on is the date parolee is no longer under parole supervision.

Discharge Type is the reason parolee is no longer under parole supervision.

Note: When an offender is on parole, the “active” term generally appears under the most recent arrest cycle for which he was placed under supervision. As of April 2007, that could change for some cases. A section of the Drug Law Reform Act which took effect on February 12, 2005 provides for an offender under supervision for a drug offense to be eligible for mandatory termination of parole supervision after serving 3 years of unrevoked supervision for a class A felony drug offense and after serving 2 years of unrevoked supervision for any other felony drug offense. This will be fairly straightforward for offenders who are serving a term of parole only for a drug offense. However, it is more complicated for offenders who are serving concurrent terms (aggregate sentences) for a drug offense and a non-drug offense. If the drug arrest occurred after the offender’s non-drug arrest, it could be possible for the rapsheet to show a discharge from parole on the later arrest cycle but an “open” term of parole supervision on the earlier arrest. The fact that the most recent arrest cycle will not be the one for which the offender is under active supervision is somewhat counterintuitive. To help clarify the situation, DCJS will change the wording of the “on parole” banner on the rapsheet to show the specific cycle for which the offender is under supervision.

Probation Information

Probation information is reported on-line to DCJS through either the Integrated Probation Registrant System (IPRS) or through batch files submitted by probation departments as shown below:

Probation Information	
Name:	JOHNNIE DILLENGER
Address:	44 BEAVER ST, NEW YORK, NY 10004
Sex:	Male
Race:	White
Ethnicity:	Not Hispanic
Placed on Probation:	July 02, 2006
Max Expiration Date:	July 02, 2009
Supervision Agency:	Broome County Probation
Jurisdiction Agency:	Kings County Probation Adult Supervision- Reporting
Probation Registration Number:	3057004
Probation Discharge Date:	August 27, 2006
Discharge Type:	Revoked - Technical Violation

Placed on Probation is the date sentenced person comes under probation supervision.

Maximum Expiration Date is the date the probationer will reach his or her maximum expiration date of sentence (i.e., the length of sentence imposed by the court will be completed).

Supervision Agency is the probation agency to which the probationer reports.

Jurisdiction Agency is the probation agency that has legal responsibility for the probationer. In some instances, a probationer may be supervised by another county because of his/her residence or other reasons but jurisdiction was retained by the judge in the county where the individual was sentenced.

Probation Officer ID identifies the officer to whom the probationer reports.

Probation Registration Number is the event specific number used to identify a supervision case. If a probationer has multiple probation sentences, there will be a unique number for each one.

Probation Case Number is the number identifying the individual who came in as an out-of-state cooperative case.

Probation Discharge Date is the date when the probationer is no longer under probation supervision.

Discharge Type is the reason probationer is no longer under supervision.

Certificate of Relief from Civil Disabilities

A Certificate of Relief from Disabilities may be issued by the court at the time of sentencing, or by DOCCS at any time thereafter, to an offender who has been convicted

of any number of lesser offenses and up to one felony (see, New York State Correction Law §§ 701-703). The purpose of the Certificate of Relief is to relieve the offender of any forfeiture or disability, such as to remove any bar to his employment, which was automatically imposed by reason of his conviction for a single arrest event, except for the right of a person to retain or to be eligible for public office.

The Certificate of Relief does not restrict any judicial, administrative, licensing or other body, board or authority from lawfully relying upon the conviction specified therein as the basis for the exercise of discretionary power to suspend, revoke, refuse to issue or refuse to renew any licenses, permit, or other authority or privilege. Granting a Certificate does not remove the underlying conviction from the offender's criminal record and does not result in sealing of any kind.

Certificate of Relief

Agency: [New York County Supreme Court](#)
Date: June 10, 1987
Permanency Date: December 10, 1990
Issue Type: A
Relief Description: Relieves holder of all forfeitures, all disabilities and bars to employment, excluding right to retain or be eligible for public office; certificate issued at time of sentence.

The first **Date** listed is the date issued. The certificate can be modified or revoked at any time between the issuance date and the **Permanency Date**. After the **Permanency Date**, the certificate can no longer be altered or revoked.

Other Information

This section contains New York State arrest, disposition, incarceration and supervision information that was recorded prior to February 1, 1972. These historic events do not show as much detailed information as the events appearing in the Criminal History Information section of the rapsheet.

This information is **not** included in the "Summary Information" section of the rapsheet.

Other Information

Date: December 30, 1971

Arrest or Charge Data: NYPD TRANSIT- PL 165.15 OBTAIN
TRANS W/O PAY

Disposition or Correction Data: 12/30/71 FINE 15 OR 2 DAYS

Other History Related Information

Other History Related information refers to information on the individual that does not pertain to a specific cycle. Data under this heading may include, but is not limited to, Certificate of Good Conduct information.

A Certificate of Good Conduct may be issued by DOCCS to relieve an individual of any disability or bar to employment (New York State Correction Law § 703-b). It may be

limited to one or more specified disabilities or bars, or may relieve the individual of all disabilities and bars. The individual must have demonstrated a minimum period of good conduct in the community which shall be one year for a misdemeanor, three years for a class C, D or E felony, and five years for a class A or B felony.

Granting of a certificate of good conduct does not remove the underlying conviction, nor does it prevent a prospective employer or licensing agency from exercising lawful discretion to refuse employment, or to refuse a license. However, the issuance of a Certificate creates a presumption of rehabilitation in regard to the offense or offenses specified therein for license or employment purposes.

● Other History Related Information

Good Conduct Information

Name: SAM SAMPLE

Agency: [NYS Division of Parole- Albany Quality Control Unit](#)

Issue Date: October 15, 1987

Permanency Date: January 01, 2000

TO REMOVE ALL LEGAL BARS AND DISABILITIES TO EMPLOYMENT, LICENSE AND PRIVILEGE EXCEPT THOSE IMPOSED BY SECTIONS 265.01 (4) AND 400.00 OF THE PENAL LAW AND EXCEPT THE RIGHT TO HOLD PUBLIC OFFICE.

The **Issue Date** is the date on which the parole board issued the certificate. The certificate can be modified or revoked at any time between the **Issue Date** and the **Permanency Date**. After the **Permanency Date**, the certificate can no longer be altered or revoked.

Job/License Information Civil Information

This section of the rapsheet includes information about the individual that is not related to criminal activity. Non-criminal information listed includes that related to job or license applications submitted to DCJS.

The appearance of job or license application on the rapsheet does **not** indicate that the individual was hired, or that the license was granted. In the case of a pistol permit, however, the rapsheet will include the date the permit was granted if that information was provided to DCJS.

● Job/License Information

Civil Information

Type of Application: Security Guard Registrant

Comments: THREE BLIND MICE SECURITY COMPANY

Name: CARL PUBLIC

Address: 29 BRUEN COURT, ORCHARD PARK, NY

Date of Birth: May 06, 1957

SSN: 099999991

Agency ID: 730101

Date of Application: February 29, 1988

Application Agency: [NYS Department of State- Licensing Division](#)

Application Number: 730101

Wanted Information

DCJS automatically launches a wanted search for a fingerprint transaction. If a Criminal History is located, wanted records containing the New York State Identification Number (NYSID) will be returned.

 **Wanted Information**

There is no NYS Wanted Information associated with this history.

Missing Person Information

The results returned from a Missing Person search is identical in format to those returned for Wanted information. If no information is returned, the rapsheet will contain the following message:

 **Missing Person Information**

There is no NYS Missing Person Information associated with this history.