



County Clerk Deputies: Gary Artessa, Mathew Black, Brenda Breen, Lynarda Girmonde, Sadie Langdon

## CLERK OF ONEIDA COUNTY OFFICE

County Office Building – 800 Park Avenue – Utica, New York 13501  
Phone (315) 798-5776 Fax (315) 798-6440

### Criminal Record Search Payment Information

(Accompanied by NYS UCS-LRS2 form)

Name (s) to Search: \_\_\_\_\_  
\_\_\_\_\_

Payment Due for Search / Certificate of Disposition / Other

- ☐ Criminal 2 year records search - \$5.00 search fee
- ☐ Criminal 4 year records search - \$10.00 search fee
- ☐ Criminal 10 year records search - \$25.00 search fee
- ☐ Criminal Certificate of Disposition - \$5.00 certified document fee
- ☐ Statement of NO RECORD FOUND document - \$5.00 document fee
- ☐ Court Transcripts of - \$.65 per page document fee
- ☐ Postage fee if documents are to be mailed without a prepaid envelope enclosed - \$2.00 postage fee

Please complete the forms and forward to our offices at the address listed below, OR you can email the completed forms to [OCCrimRecords@oneidacountyny.gov](mailto:OCCrimRecords@oneidacountyny.gov). Please make payment payable to the **Oneida County Clerk**.

Mailing Address for return forms: \_\_\_\_\_

\_\_\_\_\_ Email address

\_\_\_\_\_ credit card number \_\_\_\_\_

Phone number \_\_\_\_\_ name on the card \_\_\_\_\_

Expiration date \_\_\_\_\_

CVC number \_\_\_\_\_ zip code associated with card \_\_\_\_\_

If you are forwarding via Post please send the form and payment to: Criminal Records

Oneida County Clerk Office  
800 Park Avenue  
Utica, NY 13501