

How to Obtain Your Criminal History Record (Rap Sheet)

If You Are Incarcerated

You can obtain your Rap Sheet for free by writing to the New York State Division of Criminal Justice Services (DCJS) Record Review Unit.

Important to Note:

- You can receive 1 free copy of your Rap Sheet per year.
- DCJS may not send the Rap Sheet if you are within 45 days of release.

The request must come from you from inside the facility and should:

- State that you are requesting your Rap Sheet
 - You can ask for
 - » An Unsuppressed Rap Sheet: contains *all* criminal history records, including sealed cases and dismissed cases.
 - » A Suppressed Rap Sheet: what most background checks will get and does not include sealed or dismissed cases
 - If you do not specify, you will receive your Unsuppressed Rap Sheet.
- Include
 - Full name and any aliases
 - Date of birth
 - DIN (if in a State Facility) or Book & Case and NYSID (if at Rikers)
 - Name and address of current facility
- Request that your Rap Sheet be mailed to you (or to your attorney – include attorney's address)

Mail the request to:

New York State Division of Criminal Justice Services, Record Review Unit, Alfred E. Smith State Office Building
80 South Swan Street, 5th Floor, Albany, NY 12210

- ✱ If you are released or transferred prior to the arrival of your Rap Sheet, contact DCJS as soon as possible to request that it be sent to your new address: RecordReview@dcjs.ny.gov; 518-457-9847 or 518-485-7675 (Monday-Friday, 8am to 4pm).

If You Are in the Community

- If you live in NYC, you can contact our Case Closed Project for assistance (caseclosed@legal-aid.org; 212-298-3120).
- If you live out-of-state or prefer to get your Rap Sheet on your own, you can request a copy by following the instruction on the DCJS website: <https://www.criminaljustice.ny.gov/ojis/recordreview.htm>
- There is a fee (\$14.25 for in-state residents, \$44.25 for out-of-state residents), but you can request a fee waiver if you receive public assistance or otherwise can't afford to pay. Fee waivers are typically granted based on the SNAP income eligibility guidelines (<https://otda.ny.gov/programs/snap/#eligibility>)