

**Fingerprint Submission Reminder for Police Agencies**

Police agencies that contribute arrest fingerprints to DCJS are reminded that once an arrest fingerprint transaction has been processed as “Completed at DCJS,” the contributing agency cannot resubmit the transaction to correct any information sent with the fingerprints. All requests to amend information that accompanied fingerprints, or requests to seal or void an arrest must be sent in writing to DCJS.

Agencies can submit these requests by using the Arrest Information Updates form, which can be obtained from [Resources](https://www.ejusticeny.ny.gov/wps/myportal/!ut/p/a1/04_Sj9CPykssy0xPLMnMz0vMAfGjzOJN_fzNLJ0MHQ0MQp2MDRzdg32dTD3MDQ0MDIEKIoEKDHAARwOwfk8fQ8MQAwMLYwuDUMMAfy93H0OoAqh-YwN3IwOLIHdP00BHMwMjS1dzCw9_f5AocfbjsYCA_oLc0NBQR0VFABabm5k!/dl5/d5/L2dJQSEvUUt3QS80SmlFL1o2X0lMMTFUMDA4MzgwVTFQT0pFUjEwMDAwMDAw/) » [Reference Library](https://www.ejusticeny.ny.gov/wps/myportal/!ut/p/a1/04_Sj9CPykssy0xPLMnMz0vMAfGjzOJN_fzNLJ0MHQ0MQp2MDRzdg32dTD3MDQ0MDIEKIoEKDHAARwOwfk8fQ8MQAwMLYwuDUMMAfy93H0OoAqh-YwN3IwOLIHdP00BHMwMjS1dzCw9_f5AocfbjsYCA_oLc0NBQR0VFABabm5k!/dl5/d5/L2dJQSEvUUt3QS80SmlFL1o2XzVOTzY5QjFBMDhUTTAwSUhGQkw4MFUwMDAw/) » [Law Enforcement](https://www.ejusticeny.ny.gov/wps/myportal/!ut/p/a1/04_Sj9CPykssy0xPLMnMz0vMAfGjzOJN_fzNLJ0MHQ0MQp2MDRzdg32dTD3MDQ0MDIEKIoEKDHAARwOwfk8fQ8MQAwMLYwuDUMMAfy93H0OoAqh-YwN3IwOLIHdP00BHMwMjS1dzCw9_f5AocfbjsYCA_oLc0NBQR0VFABabm5k!/dl5/d5/L2dJQSEvUUt3QS80SmlFL1o2XzVOTzY5QjFBMDBVQjMwQUdTTUI1SDcxMDAx/) Forms and Publications link on the eJusticeNY Integrated Justice Portal, or by sending a letter detailing the request on the agency’s letterhead.

All requests must be signed by a police officer, higher ranking member of the department, or someone specifically authorized by the department to submit these requests. The form must include the agency name and ORI number, the arrestee’s name and date of birth, NYSID number, Criminal Justice Tracking Number, and date of arrest in order for DCJS to identify the arrest event to be corrected. These requests also should clearly list the information that needs to be added and/or removed.

It is necessary for the arresting agency to include all the appropriate charge(s) and provide the correct subsection in the accusatory sent to the court of arraignment**.** If an arrest charge(s) was omitted by mistake when the fingerprints were sent to DCJS but was included in the accusatory sent to the court or district attorney’s office, a request to add the charge should be made using the Arrest Information Updates form.

Each charge in the accusatory instrument that was sent to the Division of Criminal Justice Services as an arrest charge should exactly match the section and subsection of the arrest charge **for the arrest and disposition to be properly disposed.**

**Please note:** Additional or modified charges that were brought by the district attorney’s office should not be added under the arrest charges as they will be reflected in the arraignment charges.

Arrest Information Update forms **cannot** be used to update an inquiry transaction to an arrest fingerprint transaction. In those instances, a new booking must be created and submitted to DCJS. **However,** if an agency submitted a transaction within the last three months that included only non-fingerprintable charges, it can submit a request to modify the charges to a fingerprintable charge. DCJS will reprocess the transaction and update the event to the criminal history. As with all requests to amend arrest information, DCJS will reprocess the original transaction and disseminate updated criminal history reports and arrest notifications to each agency that received the original response.

Requests for corrections may be sent in the following ways:

* Faxed to DCJS at 518-426-4251
* Mailed to the New York State Division of Criminal Justice Services, Office of Criminal Justice Records, 80 S. Swan St., Albany, New York 12210.

Forms will be processed from 7 a.m. to 5 p.m. Monday to Friday. If immediate attention is required, please fax the form indicating that the changes need to be completed upon receipt.

Questions concerning arrest fingerprint submissions also can be directed to State Identification Bureau staff at 800-262-4515.