



Division of Criminal Justice Services

Arrest Information Updates

INSTRUCTIONS: An arresting agency should use this form by **typing** the information to add or delete arrest charges, modify data, void (expunge) an arrest already sent to DCJS, or seal an arrest prior to filing an accusatory instrument if the agency elects not to proceed further with the arrest (Criminal Procedure Law §160.50(3)(j)). The changes may be sent by **fax (518) 426-4251** or mailed (DCJS Office of Criminal Justice Records, A.E. Smith Bldg., 80 S. Swan St., Albany, NY 12210). *All forms will be processed from 7 a.m. to 5 p.m., Monday – Friday (if immediate attention is required, please fax the form indicating the changes be completed upon receipt).

Arresting Agency:

Name of Agency/ ORI Number: _____

Rank/Name: _____

Signature: (required if mailed or faxed): _____

* Telephone: _____ *E-Mail Address: _____

**In the event DCJS must clarify a request, and to avoid unnecessary delay in updating the information, please ensure the contact information provided is correct.*

Arrest Information:

Arrest Date/Time: _____

Criminal Justice Tracking Number: _____

Place of Arrest: _____

Arrestee Name: _____

DOB: _____ NYSID: _____

Changes Requested:

Charges/Counts to be added: *Please note - changes cannot be made to add charges to match what the DA or the court has as they will be reflected in the arraignment charges.*

Charges/Counts to be deleted: *Please note - changes cannot be made to delete charges to match what the DA or the court has as they will be reflected in the arraignment charges.*

Other Information: *Examples - Name, Date of Birth, Arrest #, Date of crime, Court of Arraignment, etc...*

Void Arrest: *Reason for Void - for duplicate submissions please provide additional CJTN*

Request to Seal Arrest (Criminal Procedure Law §160.50(3)(j):