

**VIRGIL TOWN COURT
1176 CHURCH STREET
CORTLAND NY 13045
607-835-6587**

MACK COOK, JUSTICE

DEBORAH GALLAGHER, CLERK

REQUEST FOR INFORMATION
(Freedom of Information Law-Effective January 1,1978)

- You may file this form via mail or drop off.
- There is a \$5.00 fee, payable by **MONEY ORDER** only, for a Certificate of Conviction or a Certificate of Disposition.
- The Certificate will be prepared upon receipt of payment.
- Please allow at least 48 hours for processing.
- Please include a self-addressed stamped envelope for the return of the Certificate.
- If you prefer to pick it up, please indicate so and include a phone number where you can be reached.
- Please note if you do not have enough information available to fill out the below information it is possible that a **records search** may be necessary. In which case a \$10.00 fee is due payable by **MONEY ORDER** only following the same as above.

I _____ HEREBY APPLY TO INSPECT THE
FOLLOWING RECORD:

_____ I WISH FOR A CERTIFICATE OF CONVICTION

_____ I WISH FOR A CERTIFICATE OF DISPOSITION

_____ RECORDS SEARCH

DESCRIPTION: _____

CHARGES: _____

APPROXIMATE DATE OF OFFENSE: _____

DATE OF BIRTH: _____ PHONE NUMBER: _____

MAILING ADDRESS: _____

SIGNATURE: _____

DATED: _____

_____ I WILL PICK UP MY CERTIFICATE ONCE COMPLETED.

_____ I WOULD LIKE MY CERTIFICATE MAILED AND HAVE INCLUDED A
SELF-ADDRESSED STAMPED ENVELOPE FOR RETURN.