



WHAT TO DO IF YOU HAVE CHARGES, ARRESTS, OR CITATIONS

POLICE ARRESTS AND CHARGES

If you were arrested by the police or were charged with committing a crime, you must get a Certificate of Disposition.

A **Certificate of Disposition** is an official court document that indicates the current status of a case or its final disposition. To request a Certificate of Disposition bring the following items to the Central Clerk's Office in the court in which your case was processed:

- Defendant's full name and date of birth
- Docket Number (if you know it)
- Picture I.D.
- \$10.00 (exact change only). If you are receiving public benefits, present your valid N.Y. State Benefit I.D. card to get the certificate for FREE.

Note: If you have had encounters with law enforcement outside of New York City, you need to obtain the certified criminal court disposition from the relevant courts.

COURT CLERK OFFICES BY COUNTY

Bronx County	New York County (Manhattan)	Richmond County (Staten Island)
Criminal Court 215 East 161 st Street, 1 st Floor Bronx, NY 10451	Criminal Court 100 Centre Street, Room 150 New York, NY 10013	Criminal Court 67 Targee Street, First floor Staten Island, NY 10301
Supreme Court Criminal Division 265 East 161 st Street, 2 nd Floor Bronx, NY 10451	Supreme Court Criminal Division 100 Centre Street, Room 1000 New York, NY 10013	Supreme Court Criminal Division 26 Central Avenue, Second floor Staten Island, NY 10301
Kings County (Brooklyn)	Queens County	
Criminal Court 120 Schermerhorn Street, Room 510 Brooklyn, NY 11210	Criminal Court 125-01 Queens Blvd., Room G-78 Kew Gardens, NY 11415	
Supreme Court Criminal Division, Room 13.06 320 Jay Street Brooklyn, NY 11210	Supreme Court Criminal Division, Room 710 125-01 Queens Boulevard Kew Gardens, NY 11415	

MTA CITATIONS

If you were issued a citation (“subway ticket”) by the Metropolitan Transit Authority (MTA), you must get a **Letter of Disposition for MTA Fines and Summonses**.

To request a Letter of Disposition for MTA Fines and Summonses go to:

Transit Adjudication Bureau
29 Gallatin Place, Third Floor
Brooklyn, NY 11201
Tel: (347) 643-5805

Open Monday to Friday 8:00 a.m. to 4:45 p.m.

Bring the following documents:

- Government ID
- Social Security Card (If you do not have a Social Security Number, provide a notarized statement that you have not been issued one.)

Payment:

Check or cash (exact change only) as follows:

- \$5.00 if you have 1 violation (or none)
- \$10.00 if you have two or more violations

Processing time:

30 to 45 minutes, same day

Note: A Letter of Disposition for MTA Fines and Summonses will not be issued if there any outstanding tickets.

If you get a “No Records” letter from the MTA, then you must get a Certificate of Disposition from the Court Clerk. See other side for court information.

WARNING:

Laws, regulations, policies, and procedures are constantly changing, sometimes even retroactively, and the information contained herein may not necessarily be complete or correct on the date of distribution. Before making decisions or taking any actions affecting U.S. immigration status, please consult with an immigration law expert.