



How to Get Proof of an “Undocketed Arrest” in NYC

If you are submitting any application to immigration and have ever been arrested or ticketed by police – regardless of the outcome of the case – we recommend you talk to a legal expert before applying. In some cases, applying could put you at risk of deportation or you could be denied because of your record. **BEWARE:** you must tell immigration about all your arrests or convictions. The mandatory background check will show your full criminal history – including sealed or dismissed cases.

Collecting documents about your criminal history

To get screened by a lawyer or prepare for your application, in every place where you’ve been arrested or given a ticket by police, get:

- **ALL Certificates of Disposition**, even if charges were dropped, dismissed or expunged
- **Declined Prosecution letters** (also known as Undocketed Arrest letters)

For information on requesting Certificates of Disposition, visit <http://bit.ly/2sHLjb2>. If you were arrested and charges were never formally brought against you, you won’t be able to get a Certificate of Disposition and must request an Undocketed Arrest or Declined Prosecution letter instead.

What is a Declined Prosecution letter?

A Declined Prosecution (DP) letter is the official record from the District Attorney’s (DA) office confirming that although an arrest was made, the DA did not bring formal charges and declined to prosecute the case. These letters are also called “Undocketed Arrest” letters. *If there were no formal charges brought, you never saw a judge.*

How do I get a Declined Prosecution letter?

You will not automatically be given a DP letter. You need to request it from the District Attorney’s clerk. You should have photo ID, your date of birth, the arrest number (if you have it), and an approximate date of arrest. There is no fee to request a DP letter.

Where do I go to get my Declined Prosecution letter?

Go to the District Attorney’s office in the borough where you were arrested and request the letter with their clerk. All clerk’s offices are open Monday – Friday, 9am to 5pm.

District Attorney Office Locations:

Bronx County 198 E 161 Street Bronx, NY 10451	Brooklyn (Kings County) 350 Jay Street Brooklyn, NY 11201	Manhattan (New York County) One Hogan Place New York, NY 10013
Queens County 125-01 Queens Boulevard Kew Gardens, NY 11415	Staten Island (Richmond County) 130 Stuyvesant Place, 7th Floor Staten Island, NY 10301	