

Gizelle J. Meeks  
County Clerk/RMO  
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Ashley L. Gascho  
Deputy County Clerk  
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**Jefferson County Clerk's Office**  
**175 Arsenal Street**  
**Watertown, NY 13601**



Mandy M. Clermont  
DMV Deputy County Clerk  
315-785-3017

Kimberly A. Hayden  
Records Management Specialist  
315-785-5149

**Criminal Certificate of Disposition Request Form**

*(Form MUST be signed in front of a Notary Public)*

<b>Requestor Information:</b>	
Name:	
Phone Number:	
Email:	
Address:	

<b>Role – Please Select only ONE:</b>	
<input type="checkbox"/>	I am the Defendant.
<input type="checkbox"/>	I am the Defendant's Agent. (Must provide notarized authorization from the defendant.)
<input type="checkbox"/>	I am a third party.

<b>Defendant Information:</b>	
Name:	
Date of Birth:	
Case Number:	
Indictment Number:	

**\*\*\*Note: Our office will not automatically verify the date of birth for disposition requests. If you require confirmation of the date of birth, you may first submit a separate search request with the appropriate fee(s). \*\*\***

<b>Receipt – Please Select only ONE:</b>	
<input type="checkbox"/>	Please mail to the above address (MUST provide a self-addressed stamped envelope).
<input type="checkbox"/>	Please email to the above email address.
<input type="checkbox"/>	I will pick up at court when notified.

\_\_\_\_\_  
**Signature of Requestor**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

- Fee - \$5.00 per disposition. A separate form must be completed for each disposition being requested.
- Make Check or Money Order payable to "Jefferson County Clerk". Personal checks are NOT accepted.
- Include a self-addressed, stamped envelope or add \$1.00 postage to your payment to receive your copy.