



Request Local Criminal Record Troy Police Department

- You may request a copy of **your local criminal record** for FREE. There is no charge.
- A copy of **your valid** Driver License or other government issued photo ID MUST be included with this form when submitting in person at the central Police station 55 state St Troy NY, by mail, or by email.
- **This form MUST be signed.**
- If mailing this request form, please include a self-addressed stamped envelope.
- If emailing this form, please provide an email address that we may send the record to.

Mail Signed Request Form To:

Troy Police Department
Attention: Records Division
55 State Street
Troy, NY 12180

- or -**Email Signed Request Form To:**

tpdreports@troyny.gov

Subject line:
First Name Last Name Request Local Criminal Record

Full Legal Name:

Address:

Date of Birth:

Social Security #:

List any and all other names you have ever used:

List nicknames you have ever used:

List in order all the places you have resided in Troy NY starting with the most recent to oldest address. Only the street number and street name are needed.

Have you ever been convicted of a crime? If yes, explain:

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I hereby give the City of Troy and its agents permission to conduct a criminal background check regarding my past history. This background check includes but is not limited to a records check to determine whether I have ever been convicted of any crime or have a criminal record.

Signature _____ Date _____