



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 <u>street number</u> and <u>street name</u> are needed.	
Have you ever been convicted of a crime? If yes, explain:	

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 _____