



Office of the Sheriff

Genesee County, New York

William A. Sheron, Sheriff
Gregory H Walker, Undersheriff

NEW YORK STATE
ACCREDITED AGENCY

Authorization for Release of Information

CR# _____

I, _____, hereby authorize and request the release of
(Print First/Middle/Last Name)

any/all contact arrest records only with the Genesee County Sheriff's Office/Jail you may have that concerns me to a representative of _____.
(Name of Individual, Company or Agency requesting information)

Social Security #: _____ Street Address: _____
Phone Number: _____ City: _____ State: _____ Zip: _____
Date of Birth: _____ Race: _____ Sex: _____

Indicate below any other name/last name (ie: maiden name) by which you are or have been known:

Please keep in mind that this background check is
only for records on file at the Genesee County Sheriff's Office.

It will not include records from any other agencies (ie: NYS Troopers, City of Batavia Police Department, etc.)

NOTE: Every effort to complete this request will be made within 7-10 working business days from the date of receipt.

The information requested is for my background investigation and shall be valid for a period of one year from the date of the execution of this document.

REQUIRED: I have attached a copy of my valid NYS Driver's License or other government issued photo identification.

X _____
Signature Date

For a more extensive background check to include all law enforcement agencies in New York State through the Division of Criminal Justice Services, go to www.criminaljustice.ny.gov or call 1-800-262-3257. Read this website carefully for complete instructions. In the left hand navigation bar, under "Reference", select "Criminal History Records". The "Personal Record Review" tab includes information about the program. The bottom of the screen provides options for the type of review being requested. You'll be redirected to a third party website to complete the appointment process.

For a Federal "Identity History Summary Check", go to www.fbi.gov/about-us/cjis/identity-history-summary-checks or call the CJIS Division, Clarksburg, West Virginia at 1-304-625-5590.

Questions? Contact: Records – Sheriff's Office
165 Park Road
Batavia, New York 14020
(585) 345-3000 x3560

Genesee County Jail
P.O. Box 151
Batavia, New York 14021-0151
(585) 343-0838