

Mike Spano
Mayor

Charles Gardner
Police Commissioner



CITY OF YONKERS
POLICE DEPARTMENT

Robert W. Cacace
Justice Center
104 South Broadway
Yonkers, NY 10701-4007
(914) 377-7237

Request for “Certificate of Conduct”

Upon request, the Yonkers Police Department will provide a “Certificate of Conduct” to applicants as a courtesy. This Certificate will verify that a search of the Yonkers Police Department’s Records System was completed and will state whether the applicant **does** or **does not** have a criminal conviction within the City of Yonkers. This application can only be submitted with a valid form of identification (see below) and a fee of **\$30.00** for Yonkers Residents and a **\$60.00** for Non Yonkers Residents (Proof of residency, valid government issue photo I.D. is required) , which is due upon submission of this application. *This form must be submitted in person at Police Headquarters Records Unit (104 South Broadway 2nd Fl. Yonkers, NY 10701).* The applicant will have to return to the Records Unit to pick up the certificate as it is not mailed out. Please allow 3-5 business days for processing.

Accepted forms of Identification include:

- Valid Driver’s License
- State I.D. card (Non Drivers I.D.)
- Valid Passport
- Military I.D.
- Valid Permanent/Temporary Alien Registration Card

Certificates that are not picked up after 60 days from the request date will be destroyed and a new application and fee will be required for a Certificate.

Applicant Information

(All information must be complete and accurate before submission to the Records Unit)

Date of Request _____

Name _____

(Print name, as it should appear on letter)

Date of Birth _____

Street Address _____

Phone # _____

(By signing below Applicant acknowledges having read and understood above.)

Signature of Applicant _____

*****TO BE COMPLETED RECORDS UNIT PERSONNEL*****

Type of Identification provided: _____ (Attach copy of ID shown)

Reason for Request: _____

Signature _____ **Date** _____