

\_\_\_\_\_  
(Date)

New York State Division of Criminal Justice Services  
Alfred E. Smith Building  
80 South Swan Street  
Albany, NY 12210

RE: DCJS record of \_\_\_\_\_ NYSID# \_\_\_\_\_  
(DCJS record) (NYSID#)

Dear Sir/Madam:

On \_\_\_\_\_ I reviewed a copy of my rap sheet with a DCJS representative in  
(Date)

\_\_\_\_\_. I discovered several errors on my record and am writing to  
(Location)

outline corrections that should be made.

My challenge includes:

My rap sheet shows that no disposition was reported for \_\_\_\_\_ arrest.  
(Date)

The attached court transcript with \_\_\_\_\_ reveals that all charges  
(Docket Number)

were dismissed following this arrest. Please add this information to your files.

Please inform me of the changes that you have made on my rap sheet. Thank you for your  
attention.

Sincerely,

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, Zip Code)