
(Insert 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# _____
(Insert Name) (Insert NYSID)

Dear Sir/Madam:

On _____ I reviewed a copy of my rap sheet with a DCJS representative in
(Insert Date)
_____. I discovered several errors on my record and I am writing to
(Insert Location)
outline corrections that should be made.

My challenge includes:

My rap sheet indicated that on _____, I was convicted of
(Insert Date)
_____ when in fact I was convicted of
(Insert Crime) (Insert Penal Code)
_____.
(Insert Crime) (Insert Penal Code)

Please change my records after referring to the attached disposition slip with
_____.
(Insert Docket Number)

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

Sincerely,

(Insert Name)

(Insert Street Address)

(Insert City, State, Zip Code)