

Fingerprintable Arrest Processing Flowchart

Individual charged with fingerprintable offense

Criminal Summons issued?

Yes

No

Appearance Ticket?

Yes

Fingerprints taken at time of Issuance?

No

No

Yes

Arresting Agency forwards arrest fingerprints to Repository. Prepares Arrest Report, Accusatory Instrument, etc.

Repository processes fingerprints; returns criminal history to Arresting Agency/DA/Court (includes defense copy), and generates appropriate re-arrest notices.

Arresting Agency declines to proceed further with arrest?

Yes

Arresting Agency forwards notice to Repository and DA to seal arrest.

No

DA declines to prosecute?

Yes

DA forwards notice to seal records to Repository and Arresting Agency.

No

Arresting Agency or DA forwards Accusatory Instrument and other documentation including the Criminal Justice Tracking Number (CJTN) to Court

Arresting Agency prepares arrest documentation (Arrest Report, Accusatory Instrument, fingerprints to be taken after arraignment or conviction)

Connect to Judicial

Key

DA - District Attorney
Repository - New York State Division of Criminal Justice Services