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

RE: DCJS record of _____

Dear Sir/Madam:

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

My challenge includes:

My rap sheet reports that I was arrested for a _____
on _____. In fact, I was adjudicated a youthful offender on this charge,
as documented by the attached disposition slip with _____.

Please correct my records as soon as possible.

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

Sincerely,
