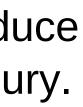
## **CERTIFICATES OF RELIEF FROM DISABILITIES & CERTIFICATES OF GOOD CONDUCT**

These certificates help New Yorkers with criminal records reduce barriers to employment, licenses, housing, and serving on a jury.

|  | Who is Eligible?  | When to Apply?   |
|--|---|--|
| <section-header><text></text></section-header> | People with any<br>number of<br>misdemeanors<br>and a<br>maximum of<br>one felony*                                | Apply <b>any time after your last conviction</b> , including at your sentencing  |
| Certificateof GoodConduct("CGC")               | People with two<br>or more felony<br>convictions on<br>separate<br>dates plus any<br>number of<br>misdemeanors*** | <ul> <li>Apply after a waiting period most serious conviction:</li> <li>Class A or B felonies - 5 ye</li> <li>Class C, D, or E felonies - Misdemeanors - 1 year</li> <li>The waiting period starts who last released from incarcerate the time of your last criminal you were not incarcerated or an anticerated or an anticerated or anticerate</li></ul> |

For full instructions and applications, visit the Department of Corrections and Community Supervision (DOCCS) website at https://doccs.ny.gov/system/files/documents/2019/08/DOCCS-CRD-Application Instructions.pdf or call (518) 485-8953. You can also call LAC at 212-243-1313 for help completing your applications.

\*Two or more felony convictions in the same court on the same day are treated as one felony when applying for a CRD. \*\*Each courthouse has its own procedures. Visit http://nycourts.gov/courthelp/criminal/CRDApplication.shtml for an application and information about how to contact the sentencing court. \*\*\*Certain jobs, including some law enforcement jobs, are considered "public offices" and require that all applicants with a criminal record have a CGC.





www.lac.org (212) 243-1313

## How to Apply?

LEGAL

ACTION

CENTER

*If the conviction was* in NY and you were not sentenced to state prison

Apply to the court where you were sentenced. You must apply for a **separate CRD** for each conviction.\*\*

If you served time in a NY state prison on your felony or have out-of-state or federal conviction(s)



Apply to DOCCS\*\*\*

## d based on your

ears 3 years

nen you were ation OR at al conviction if on that case.

After the required waiting period, apply to DOCCS

You only need to apply for one CGC. Unlike the CRD, a CGC applies to all your convictions.

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