

U.S. Criminal History Record Instructions - non-US Citizens ONLY

STEP 1: GETTING YOUR GOOD CONDUCT CERTIFICATE

Clear Criminal Record (aka Good Conduct) Certificates can be obtained from the New York Police Department at One Police Plaza (downtown) for the entire NYC area. **ALL NYU students or NY Residents must apply through this office for this document, which applies for living in NYC during your academic career.**

New York Police Department

One Police Plaza, Room 152A

New York, NY

646-610-5541

Monday – Friday

9 AM – 3 PM

(4, 5, 6 Train to Brooklyn Bridge Station, A, 1, 2, 3 Train to Chambers Street OR R, W Train to City Hall)

You must:

Apply in person

\$30 Processing Fee - Money Order Only

(Please note: This takes an average of 2 weeks to process).

Bring one of the following:

Valid Passport

Voter's Registration Card with valid Photo ID

Birth Certificate with valid Photo ID

Valid Alien Registration Card

Make sure you ask for a Supervisor's Signature

When you pick up your Good Conduct Certificate, it will have a stamped signature from the Chief of Police. Make sure you ask for a Supervisor's Signature as well. You must do this extra step because the County Clerks Office cannot notarize a computer generated signature.

STEP 2: GETTING YOUR GOOD CONDUCT CERTIFICATE & BIRTH CERTIFICATE NOTARIZED

NYC County Clerks Office When you pick up your Good Conduct Certificate, it will have a stamped signature from the Chief of Police. **Make sure you ask for a Supervisor's Signature** as well. Once you have the Supervisor's Signature, you will go to the NYC County Clerks Office where they will notarize the Supervisor's Signature.

NYC County Clerks Office

60 Centre Street Room 141B

646-386-5932

Monday – Friday

9 AM – 5 PM

\$3 Fee (Cash or Money Order)

(You can complete this step in one day).

STEP 3: GETTING THE APOSTILLE FOR YOUR GOOD CONDUCT CERTIFICATE

Hague Convention Apostille Once you have your Good Conduct Certificate notarized, you will go to the Department of State, Certification Unit in NYC, to have the Hague Convention Apostille affixed to it.

**New York Department of State
Certification Unit**

123 Williams Street
19th Floor
New York, New York
212-417-5684
Monday – Friday
9 AM – 3:30 PM

Fee: \$10.00 for each Apostille (Cash, Check or Money Order – No Credit Cards)

(You can complete this step in one day).

YOU MUST COMPLETE THESE THREE STEPS BEFORE YOU APPLY TO THE CZECH CONSULATE FOR YOUR STUDENT VISA. This process takes a minimum of **TWO WEEKS**, so please plan accordingly.

