

Review Your RAP Sheet (Record of Arrests and Prosecutions)

A regularly updated version of this information appears on the Westchester Connections website (connections.westchesterlibraries.org). This document was updated March 2024.

Studies indicate that as many as 30% of NYS RAP sheets have at least one error. Fixing these errors—and fully understanding what is on the corrected criminal record can help open doors to [employment](#), [housing](#), and [more](#). This document reviews how to GET YOUR RAP SHEET and resources you can tap to REVIEW (AND REPAIR) YOUR RAP SHEET.

GET YOUR RAP SHEET

The [Legal Action Center \(lac.org\)](http://lac.org) offers a series of short videos that explains how to obtain a copy of your record, discusses what appears on the background checks run by many employers, reviews laws protecting job seekers and workers from discrimination, and ways to lower barriers to employment, occupational licenses, and housing. [The video series is linked here](#) (or go directly to LAC.org | Resources | Search for “Virtual RAP Sheet Workshop”) The videos include information on what can be sealed/suppressed and removed/expunged. LAC will answer questions as you work to correct your RAP sheet; they can be reached at 212-243-1313.

For in-person education and assistance, the [Community Service Society's \(ccsny.org\)](http://ccsny.org) *Next Door Project* provides monthly workshops to explain RAP sheets and help you to obtain, review and correct them. They also do on-site fingerprinting. Workshops take place at their offices in Manhattan (633 3rd Avenue, 10th FL, Rooms 1 & A2) at 9:30am. The 2024 dates are: **March 21, April 18, May 23, June 20, July 18, August 22, September 19, November 21, December 19**. To schedule your attendance call 212-614-5441. ID required.

If you are in the community in New York State, you can obtain a copy of your record by making an appointment with IdentoGo (877-472-6915). This service collects a digital fingerprint scan and submits that to the DCJS Record Review Unit. You would request either a suppressed (does not include sealed or suppressed information; this is the version most employers would see) or unsuppressed version. There is a \$13.50 fee (which can be waived), and a waiting period of 3-4 weeks for a response by mail.

Note: While you are incarcerated you can write directly to the DCJS Record Review Unit for a – free – copy of your RAP sheet (they already have your fingerprints on file). Ask the Law Librarian at WCDOCs for a copy of the form. Send the form or letter to the address provided. In a few weeks, you will receive an unsuppressed version of your RAP sheet; this is NOT something you would provide to a potential employer. Be aware that DCJS will not process your request if you will be incarcerated for less than 45 days by the time they receive your request.

REVIEW (AND REPAIR) YOUR RAP SHEET

[NYCourts.gov](https://nycourts.gov) provides information under [Criminal Record Basics](#) that directs you in working with the [NYS Division of Criminal Justice Services](#) (DCJS) to **correct** RAP sheets. As explained in LAC’s videos (above), there is a lot to know here, especially about what can and cannot be suppressed (visible only to certain types of organizations) or expunged (removed) from your record. This is all especially important given recent changes in drug laws in NYS.

The Criminal Justice and Employment Initiative at Cornell University offers a [Criminal Record Online Toolkit](#) (cjei.cornell.edu/). This detailed, multi-state resource guides you in reviewing and taking steps to correct information on your RAP sheet. Take the time to read what’s there and/or jump right to “[Fix Your Record](#).”

[Legal Hand](http://legalhand.org/westchester) (legalhand.org/westchester | 914-425-5483) provides free legal information, assistance, and referrals to residents of New York from non-lawyer volunteers trained and assisted by a legal services attorney. Services include public benefits, employment, housing, family, immigration, health, divorce, and domestic violence. Legal Hand does not provide legal advice, but can help you in your own legal research and action. For example, when apply for benefits or submitting court documents (for example, when writing to a court to correct an entry on a RAP sheet), they can answer specific questions about the forms and explain what they forms are asking, but they are not able to review what you wrote and provide feedback, nor can they prepare the documents for you.