



## Public Records, Databases & Resources

Lifespan urges older adults and caregivers to take whatever steps available to avoid becoming a victim when hiring private in-home help. The following are some of the resources available to check the credentials of a possible care provider who may be coming into your home.

Organization	Details	How to Obtain
<b>Department of Health</b> <i>Home Care Registry</i>	Identify if someone has successfully completed a New York State approved training program for home care workers.	<b>Website:</b> <a href="https://apps.health.ny.gov/professionals/home_care/registry/home.action">https://apps.health.ny.gov/professionals/home_care/registry/home.action</a> <b>Phone:</b> (877) 877-1827 <b>E-mail:</b> hcreg@health.state.ny.us No fee
<b>NYS Nurse Aide Registry</b> <i>Certified Nurse Aide Registry</i>	Identify if someone is currently registered as a Certified Nurse Aide.	<b>Website:</b> <a href="https://registry.prometric.com/registry/public">https://registry.prometric.com/registry/public</a> No fee
<b>NYS Office of the Professions</b> <i>License Verification</i>	Identify if someone holds a current professional license. Search by name and profession.	<b>Website:</b> <a href="http://www.op.nysed.gov/opsearches.htm">http://www.op.nysed.gov/opsearches.htm</a> <b>Phone:</b> (518) 474-3817 (press 1, then extension 570) No fee
<b>NYS Office of Court Administration-</b> <i>Criminal History Record Search</i>	Obtain a New York Statewide criminal history record search.  The search results are public records relating to open/pending and convictions in criminal cases originating from County/Supreme, City, Town and Village courts of all 62 counties.  <i>*The search criteria strictly based on an exact match of Name and Date of Birth</i>	<b>Submit request electronically:</b> <a href="http://www.nycourts.gov/apps/chrs/onlineirectaccess.shtml">http://www.nycourts.gov/apps/chrs/onlineirectaccess.shtml</a>  <b>\$95 fee (Check/money order payable to NYS Office of Court Administration)</b>  <b>Submit request by mail:</b> NYS Office of Court Administration Office of Administrative Services Criminal History Record Search 25 Beaver Street (Room 840- Front Desk) New York, NY 10004  Complete "Criminal History Record Search" application form. Include the individual's full name and date of birth. Applications with unclear or omitted information will be rejected. Each alias and each date of birth is counted as an additional search.  *Search results can be picked up, mailed (include self-addressed stamped envelope, or e-mailed (include e-mail address on the application form)

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<p><b>Department of Motor Vehicles</b> <i>Abstract of Driving Record</i></p>	<p>Obtain a copy of someone’s driving record/abstract for the past four years.</p>	<p>This request can be made in person at the DMV or by mail. It may be requested by the motorist <u>or</u> it may be requested with a notarized statement by the motorist giving permission to the record requester to obtain their driving record from the DMV.</p> <p><b>Website (for PDF copy of mail-in form):</b> <a href="https://dmv.ny.gov/forms/mv15.pdf">https://dmv.ny.gov/forms/mv15.pdf</a></p> <p><i>\$10 fee (possible additional fee of \$1 per page)</i></p>
<p><b>Government Agencies</b> <i>(excluding hospitals, nonprofits or private entities)</i></p> <p><b>Freedom of Information Law (FOIL)</b></p>	<p>The <b>Freedom of Information Law (FOIL)</b> provides public access to records held by federal or public authorities, this can include criminal reports or complaints to law enforcement agencies.</p>	<p><b>Website (for more information and FAQs):</b> <a href="https://opengovernment.ny.gov/system/files/documents/2021/05/freedom-information-law-faqs.pdf">https://opengovernment.ny.gov/system/files/documents/2021/05/freedom-information-law-faqs.pdf</a></p> <p><b>FOIL requests to State agencies:</b></p> <p><a href="https://www.ny.gov/open-foil-ny/open-foil-ny-resource-center">https://www.ny.gov/open-foil-ny/open-foil-ny-resource-center</a></p> <ul style="list-style-type: none"> <li>• Contact individual agencies for their procedures.</li> <li>• Requests should be in writing and come to the agency through mail, fax, email or an online form on the agency’s website. <ul style="list-style-type: none"> <li>○ You may wish to obtain records from the Sheriff’s Office and local Police Department(s)- this would require two or more individual FOIL requests.</li> </ul> </li> <li>• An initial acknowledgement or response to a request is typically made within five business days.</li> </ul> <p><b>Tips for making a FOIL request:</b></p> <ul style="list-style-type: none"> <li>• Try to be as specific as possible when requesting information. Provide name, date of birth, and any other identifying information you have for the individual you are requesting information on.</li> <li>• Request <i>any</i> criminal reports and complaints for the specific individual. (You may end up being requested to further identify records sought)</li> </ul> <p><i>Some agencies will charge copying costs per page – usually about \$0.25 per page. Asking the agency to email the records instead could cut costs, but there is typically no charge to inspect the documents in person.</i></p>

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<b>National Provider Identifier (NPI)</b> <i>Registry of covered health care providers</i>	Provides standard unique health identifiers for health care providers, health care plans, and employers	Website: <a href="https://npino.com/">https://npino.com/</a> Search for a medical service provider on website. Just search for the specialization of the doctor and filter results via state and cities to get full information on the healthcare provider.
<b>NYS Division of Criminal Justice Services</b> <i>Sex Offender Registry</i>	Identify if someone is a Level 2 or Level 3 Sex Offender in New York State. <i>*Information regarding Level 1 Sex Offenders and Sex Offenders whose risk has not yet been determined can be obtained via phone</i>	<b>Website:</b> <a href="http://www.criminaljustice.ny.gov/nsor/">http://www.criminaljustice.ny.gov/nsor/</a> <b>Phone:</b> (518) 457-5837 or (800) 262-3257  <i>*Callers must have a name and an exact address, date of birth, driver's license number, or Social Security number</i>  No fee
<b>Department of Corrections and Community Supervision</b> <i>Inmate Lookup</i>	Identify if someone has been confined in New York State prison. <i>*Inmates housed in county facilities or local police lockups are not included.</i>	<b>Website:</b> <a href="http://nysdoccslookup.doccs.ny.gov/">http://nysdoccslookup.doccs.ny.gov/</a> <b>Phone:</b> (518) 457-8126  No fee
<b>Department of Corrections and Community Supervision</b> <i>Parolee Lookup</i>	Identify if someone is currently under parole supervision or formerly under supervision.	<b>Website:</b> <a href="http://www.doccs.ny.gov/ParoleeLookup/Lookup.aspx">http://www.doccs.ny.gov/ParoleeLookup/Lookup.aspx</a> <b>Phone:</b> (518) 457-8126 Provides basic demographics, supervision information (parole officer, location, and phone number) and most recent offense information.  No fee
<b>Victim Information and Notification Everyday (VINE Link)</b>	Information regarding custody status and criminal case information.  <i>*Will include inmates housed in county facilities, state prison, in supervised custody</i>	<b>Website:</b> <a href="https://vinelink.vineapps.com/login/NY">https://vinelink.vineapps.com/login/NY</a> Ability to search by an offender/defendant or a service provider. <b>Phone:</b> (888) 846-3469  Ability to sign up for notifications for any changes in custody status (Ex: transferred to another facility, released, transferred to parole/probation)  No fee
<b>Order of Protection Notification System</b> NYS Sheriffs' Institute	Notification to victim by text, email, or phone when a Family Court Order of Protection has been served. <i>*Can also sign-up to be notified when an inmate is released from prison</i>	<b>Website:</b> <a href="https://sheriff-assist.org/order-of-protection-notification-system">https://sheriff-assist.org/order-of-protection-notification-system</a> To register you will need a valid e-mail address, name of the Family Court that issued the Order, Docket Number and Order of Protection Number (all on the top section of the Order of Protection)  No fee



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<b>NYS Division of Criminal Justice Services</b> <i>Sex Offender Registry</i>	Identify if someone is a Level 2 or Level 3 Sex Offender in NYS. <i>*Information regarding Level 1 Sex Offenders and Sex Offenders whose risk has not yet been determined can be obtained via phone</i>	<b>Website:</b> <a href="http://www.criminaljustice.ny.gov/nsor/">http://www.criminaljustice.ny.gov/nsor/</a> <i>*Online search requires last name <u>or</u> county <u>or</u> zip code</i> <b>Phone:</b> (518) 457-5837 or (800) 262-3257 <i>*Callers must have a name <u>and</u> an exact address, date of birth, driver's license number, or Social Security number</i> No fee
<b>NYS Unified Court System- eCourts</b>	Find future appearance dates for cases in Criminal and Family Courts. View information on both active and disposed cases in Civil Supreme and Local Civil Courts	<b>Website:</b> <a href="https://iapps.courts.state.ny.us/webcivil/ecourtsMain">https://iapps.courts.state.ny.us/webcivil/ecourtsMain</a>  - WebCivil Local- contains cases from all local Civil City Courts in NYS - WebCivil Supreme- contains information on active and disposed Civil Supreme Court cases in all 62 NYS counties i - WebCriminal- provides information on pending criminal cases with future appearance dates for select NYS Courts - WebFamily- provides information on active Family Court cases in all 62 counties in NYS. <b>*no names are used, must know docket or file number*</b> -eTrack- case tracking service that automatically sends e-mail notification for any activity that occurs in cases that have added to your "Case Notification List"  <i>Tip: Check the auto default settings for "Case Status" and "Return only cases with Future Appearances" for improved search results</i> No fee
<b>NYS Office of the State Comptroller</b> <i>Unclaimed Funds</i>	Identify if someone has unclaimed property from dormant accounts.  Banks, insurance companies, corporations and the courts are among the many organizations required by law to report dormant accounts to the State Comptroller.	<b>Website:</b> <a href="https://www.osc.state.ny.us/ouf/index.htm">https://www.osc.state.ny.us/ouf/index.htm</a>  Types of Unclaimed Funds Accounts: <ul style="list-style-type: none"> <li>• Bank Accounts – savings, checking and CDs</li> <li>• Court Funds</li> <li>• Dividends</li> <li>• Estate Proceeds</li> <li>• Insurance Benefits/Policies</li> <li>• Stocks, Bonds, Mutual Funds</li> <li>• Telephone/Utility/Security Deposits</li> </ul> No fee
<b>See Through NY</b>	Information regarding New York State Employee Pensions and Payrolls	<b>Website:</b> <a href="https://www.seethroughny.net/">https://www.seethroughny.net/</a> <b>Phone:</b> (518) 434-3100 No fee

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