



**OFFICE OF THE CITY CLERK**

City Hall, 258 Main Street  
Oneonta, NY 13820-2589

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cityinfo@oneonta.ny.us

**RELEASE OF RECORDS**

To: Any Court of Law, Law Enforcement Agency, Probation Department, United States Selective Service System, employer past or present, friends, or neighbors:

I, \_\_\_\_\_, have filed an application with the City of Oneonta for a license/permit. By this document I hereby authorize you to release to the City of Oneonta any records in your possession or any information as they may request from you, regarding my license/permit application, and/or continued licensure should my application be approved.

Said information may include, but is not limited to, any documents or records in your possession, whether academic records or arrest and conviction records, (regardless of whether or not such records have been sealed by a Court Order), or any other record or document in your possession, as they may request and any and all records from the Oneonta Police Department, which will include records with seal orders, mental health issues and reports where your applicant was listed as a party therein.

Signed: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

United States Citizen? No \_\_\_\_\_ Yes \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Green Card Number: \_\_\_\_\_

**Neither a prior conviction nor a pending criminal charge is an automatic bar to issuance of a license/permit. Each case is considered on its own merits.**

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public