



# ARREST PROCESS INTAKE

Mail to: County Office of the Sheriff where the services are to be made. Sheriff's Office locations are listed on the reverse side.

**Instructions:** Please read the entire page before completing this form and see reverse side for information regarding service fees and Sheriff's Office locations.

### SECTION I - FILING PARTY INFORMATION

Filing Party \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
PRINT FIRST NAME PRINT LAST NAME

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
NUMBER AND STREET APT. NO.

### SECTION II - COURT INFORMATION

The warrant of arrest was obtained in the following court:

FAMILY COURT       SUPREME COURT       CIVIL COURT       OTHER COURT

Court Address and County: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
NUMBER AND STREET COUNTY

### SECTION III - SUBJECT INFORMATION

Person to Be Taken into Custody \_\_\_\_\_ o Be Social Security No: \_\_\_\_\_  
PRINT FIRST NAME PRINT LAST NAME

Address: \_\_\_\_\_ Borough: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
NUMBER AND STREET APT. NO.

Alternate Address: \_\_\_\_\_ Borough: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
NUMBER AND STREET APT. NO.

Home Telephone No: \_\_\_\_\_ Cell No. \_\_\_\_\_

Identifying Features/Tatoos: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
MM DD YYYY

Vehicle(s): \_\_\_\_\_ Description \_\_\_\_\_ Picture Provided? \_\_\_\_\_

Habits, Movements, Hangouts, Known Associates: \_\_\_\_\_

Does your arrest involve the Sheriff taking custody of a minor?     YES     NO  
 If yes, please describe the child or children, including their ages, and explain any special circumstances:

\_\_\_\_\_

\_\_\_\_\_

### SECTION IV - GENERAL INFORMATION

Indicate below any information which may be helpful in effecting a prompt and safe apprehension of the person, such as the best time to serve warrant, **criminal activity** at location, threats of violence, **weapons**, animals, person may be emotionally disturbed, or any other behavior or circumstance.

\_\_\_\_\_

\_\_\_\_\_

### SECTION V - CERTIFICATION

The undersigned hereby affirms to the best of his/her knowledge that the arrest mandate being filed is in full effect, and request is made to the Sheriff for its enforcement by statutory authority.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **SERVICE AND FEE INFORMATION**

The Office of the Sheriff serves notices, petitions, subpoenas, orders, writs, and other related papers.

**THERE IS NO FEE FOR FAMILY COURT, MENTAL HYGIENE,  
OR DOMESTIC VIOLENCE ARRESTS.**

**THE FEE FOR CIVIL CONTEMPT ARREST OR ARREST  
OF A WITNESS IS \$120.00.**

The Sheriff accepts service of orders of protection without a fee. In addition, if a person files an order of protection and any other process—such as a divorce summons, support summons, or a paternity subpoena—for the same party, all the accompanying processes are free at that time.

## **OFFICE OF THE SHERIFF COUNTY LOCATIONS**

### **NEW YORK**

Office of the Sheriff  
66 John Street, 13th Floor  
New York, NY 10038  
(212) 487-9734

### **KINGS**

Office of the Sheriff  
345 Adams Street, 5th Floor  
Brooklyn, NY 11201  
(718) 488-2300

### **BRONX**

Office of the Sheriff  
Bronx Customer Service Center  
3030 Third Avenue, 2nd Floor  
Bronx, NY 10455  
(718) 993-3880

### **QUEENS**

Office of the Sheriff  
30-10 Starr Avenue  
Long Island City, NY 11101  
(718) 707-2170

### **RICHMOND**

Office of the Sheriff  
Staten Island Business Center  
350 St. Marks Place, Room 409  
Staten Island, NY 10301  
(718) 815-8407