



NYC Department of Finance • Office of the Sheriff



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 _____ 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
144-06 94th Avenue, 2nd Floor
Jamaica, NY 11435
(718) 558-2090

RICHMOND

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