



NYC Department of Finance • Sheriff Division



ARREST PROCESS INTAKE

Mail to: County Office of the Sheriff where the services are to be made. County Sheriff 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 borough locations of the Office of the Sheriff.

SECTION I - FILING PARTY INFORMATION

Filing Party, Daytime Telephone Number, Address, City, State, Code

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, Code

SECTION III - SUBJECT INFORMATION

Person To Be Taken into Custody, Telephone No. (if known), Address, Alternate Address, Identifying Features/Tatoos, Date of Birth, Vehicles, Habits, Movements, Hangouts, Known Associates, Does your arrest involve the Sheriff taking custody of a minor?

SECTION IV - GENERAL INFORMATION

Indicate below any information which may be helpful in effecting a prompt and safe apprehension of the person: i.e. best time to serve warrant, criminal activity at location, threats of violence, animals, person is 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 \$90.00**

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

### **KINGS**

Office of the Sheriff  
Brooklyn Municipal Building  
210 Joralemon Street, 9th Floor  
Brooklyn, NY 11201

### **BRONX**

Office of the Sheriff  
Bronx Customer Service Center  
3030 Third Avenue, 2nd Floor,  
Bronx, NY 10455

### **QUEENS**

Office of the Sheriff  
Queens Business Center  
144-06 94th Avenue  
Jamaica, NY 11435

### **RICHMOND**

Office of the Sheriff  
Staten Island Business Center  
350 St. Marks Place, Room 409  
Staten Island, NY 10301