Village of Tuckahoe
65 Main Street, Tuckahoe, N.Y. 10707
(914) 961-3100
FAX (914) 961-3114
www.tuckahoe.com

FREEDOM OF INFORMATION LAW REQUEST
REQUEST FOR ACCESS TO PUBLIC RECORDS
OFFICE OF RECORDS ACCESS OFFICER

Date: __________________

Under the provisions of the New York Freedom of Information Law, Article of the Public Officers Law, I hereby request records on the following: (Please identify the requested records as clearly as possible.)

Request by: ___________________ Tel. No.: ___________________

Address: __________________________

To Department: ___________________

Description of records: _____________________________

________________________________________

You will receive an acknowledgement response to your request within five (5) business days with the time required to obtain the information requested. If the request is denied, you will be informed of the reason(s) for the denial in writing and be provided with the name and address of the Appeal Officer to whom an appeal should be directed.

Copies Wanted: ( ) Yes ( ) No

Charge: .25 cents per copy – No. of Pages X .25 cents = total due $ __________

Make check payable to: Village of Tuckahoe

Signature _________________________