

Village of Tuckahoe

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**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 of receipt. 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_____