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Application for Public Access to Records

FROM:

Print Full Name: _____ DOB: _____

Complete (Current) Mailing Address: _____

Phone Number: _____ **Choose One:** ☐ Pick Up ☐ Mail ☐ Email

EMAIL address if applicable:

SUBJECT:

I hereby apply to inspect the following record(s):
(Please be specific as to what record(s) you are looking for.

_____ _____

Signature: Date:

AGENCY USE ONLY

[ ] APPROVED **[ ] APPROVED with deletions – memo attached**

REQUEST DENIED (For reason(s), checked below):

[ ] Confidential disclosure
[ ] Part of an investigatory file
[ ] Unwarranted invasion of personal privacy
[ ] Record of which this agency is legal custodian cannot be found
[ ] Record is not maintained by this agency
[ ] Exempted by statute other than the Freedom of Information Act
[ ] Other (specify)

_____ _____

Signature Date

RIGHT TO APPEAL

You have the right to appeal a denial of this application to the Mayor or the Village Board of Trustees of the Village of Waterloo 41 West Main Street, Waterloo, New York, who must fully explain their reasons for such denial in writing seven days of receipt of this appeal.

When you complete this form, the records you have requested will be researched. If your request is approved, the records will either be mailed to you or you will be advised by phone that the records can be picked up at the Police Station.