



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.)
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Signature:

Date:

AGENCY USE ONLY	
<input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED with deletions - memo attached	
REQUEST DENIED (For reason(s), checked below):	
<input type="checkbox"/> Confidential disclosure	
<input type="checkbox"/> Part of an investigatory file	
<input type="checkbox"/> Unwarranted invasion of personal privacy	
<input type="checkbox"/> Record of which this agency is legal custodian cannot be found	
<input type="checkbox"/> Record is not maintained by this agency	
<input type="checkbox"/> Exempted by statute other than the Freedom of Information Act	
<input type="checkbox"/> 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.