

Incorporated Village of Floral Park

1 FLORAL BOULEVARD, P.O. BOX 27, FLORAL PARK, N.Y. 11002

TELEPHONE 516-326-6300

VILLAGE HALL FAX 516-326-2734

WWW.FPVILLAGE.ORG

All reasonable requests for public access to records shall be responded to within five business days of receipt of this request.

All requests should reasonably describe the record or records sought, whenever possible, please supply information regarding dates, file designations or other information that may help to describe the records sought.

If record requested is not provided, or access denied within five business days of receipt of request, this agency shall furnish a written acknowledgement of receipt of the request and a statement of the approximate date when the request will be granted or denied. Access to the record will be determined in accordance with the provisions of the Public Officers Law. Any person denied access to records may appeal within thirty days of a denial as described below.

APPLICATION FOR PUBLIC ACCESS TO RECORDS

Name of Applicant (Print) _____ Sign _____

[Representing] _____

Address: _____

Phone: _____ Date: _____

Record Request:

Please Choose: Inspection only: _____ Copies _____ #

Signature: _____

Records requested are available and may be inspected on _____ at _____ AM/PM
At _____ (Cost of Copies \$ _____)

Records requested are **NOT** available because:

___ a) they are not a public record.

___ b) No record of the requested material can be found

___ c) Request is too vague, specific document (s) must be requested- (please see above)

Date: _____

Record Access Officer

Record Received By: _____

Print

Signature

Police Dept. Reviewed:
