

APPLICATION FOR PUBLIC ACCESS TO RECORDS
Police Department, Village of Southampton

SECTION I. TO BE COMPLETED BY APPLICANT

TO: FREEDOM OF INFORMATION OFFICER
SOUTHAMPTON VILLAGE POLICE DEPARTMENT
151 WINDMILL LANE, SOUTHAMPTON, NEW YORK 11968

INSTRUCTIONS TO APPLICANT: Please complete Section I of a four-part set of this form. Carbon paper is not required. Give the form to the agency Freedom of Information Officer. Within five business days of receipt of this request, the Freedom of Information Officer will return the original (white copy) to you as a response to your request, or will give you part 4 as an interim response.

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD. (Please print legibly or type. Describe the record sought. If possible, supply a date, a file title and number, and any other information that will help locate the record desired);

Printed Name and Signature of Applicant

Applicant Represents

Self Other: _____
(Name of Other)

Applicant's Mailing Address

Date of Application

SECTION II. FOR USE BY AGENCY FREEDOM OF INFORMATION OFFICER ONLY

Date Received by FOIL Officer

- Approved
- Records not possessed or maintained by this agency.
- Records cannot be found after diligent search.
- Denied. Reason for denial. _____ (Insert number corresponding to applicable reason for denial as listed on the reverse side of this form. Further detail may also be provided on the reverse.)
- Receipt of this request is acknowledged. There will be a delay in supplying the requested record until _____ for the following reason: _____

Signature

Title

FOIL OFFICER

Date

SECTION III. NOTICE TO APPLICANT

YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION IN WRITING TO THE OFFICE OF THE CHIEF OF POLICE WITHIN 30 DAYS OF THE DENIAL. APPEALS SHOULD BE DIRECTED TO THE ADDRESS BELOW. A WRITTEN RESPONSE TO YOUR APPEAL WILL BE SENT TO YOU WITHIN TEN BUSINESS DAYS OF RECEIPT OF YOUR APPEAL, EXPLAINING THE REASON(S) FOR DENIAL OF YOUR REQUEST.

Southampton Village Police Department
151 Windmill Lane
Southampton, NY 11968

Business Telephone
(631) 283-0056