



TOWN OF FORESTBURGH
332 King Road
Forestburgh, New York 12777

Tel. (845) 794-0611
Fax (845) 794-0678

FREEDOM OF INFORMATION LAW REQUEST FORM

This form is to be used by all persons making a request for information and/or records from the Town of Forestburgh pursuant to the New York State Freedom of Information Law. (Public Officers Law Article 6)

APPLICANT:

Name: _____ . Phone: _____ .

Address: _____ .

_____ .

Department information is being requested from: _____ .

Please indicate below the record(s) you are requesting including relevant dates, name, addresses, and case number, etc.:

1. Please be aware that the Freedom of Information Law of New York State allows a Municipality to take up to five (5) days to acknowledge your request. The production of certain records may require additional time. All requests may be picked up at this office. To inquire about a request you may contact this office at (845)794-0611.
2. The statutory fee which the town will charge for the production of records is \$.25 per 8 ½ "x 11" photocopied page; and or the actual cost of reproduction of certain other materials and records. You may view the information you have requested at the Town Clerk's Office. You may be asked to make copies at the Town Clerk's Office in order to expedite compliance with your request.
3. The Freedom of Information officer for the Town of Forestburgh is the Town Clerk. The Freedom of Information Law Appeals Office for the Town of Forestburgh is the Town Board.

Should you need to make a request or appeal you may do so in writing and mail it to Town of Forestburgh, 332 King Road. Forestburgh, NY 12777.

YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS.

SIGNATURE