



TOWN OF ELMIRA

ESTABLISHED 1792

1255 West Water Street
Elmira, New York 14905

Phone: (607) 734-2031

REQUEST FOR INSPECTION OF RECORDS

TOWN OFFICE HOLDING RECORD: _____ DATE OF REQUEST _____

PERSON REQUESTING RECORD: _____

ADDRESS _____

DOB: _____ PHONE: (____) _____

SPECIFIC RECORD(S) REQUESTED: _____

REASON FOR REQUEST: _____

SIGNATURE: _____

FOR DEPARTMENT USE ONLY: DO NOT WRITE BELOW THIS LINE

INFORMATION _____

DATE/TIME INFORMATION GIVEN TO/DENIED REQUESTER _____

BY _____