

**Town of Elmira**  
1255 W. Water Street, Elmira, NY 14905  
(607)734-2031, Fax (607) 734-4089

APPLICATION FOR ACCESS TO RECORDS  
FREEDOM OF INFORMATION LAW (FOIL)

I do hereby request the following records:  to inspect  as copies  emailed

The information you provide must be specific to what you are requesting: (use back if needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Request \_\_\_\_\_

Police Report Requests (Relationship to person involved) \_\_\_\_\_

\_\_\_\_\_  
Name (please print clearly)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Date of request

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

**By signing above, I consent to the following:**

To pay all costs incurred for the search of the above requested records

To pay a charge of 25¢ per copy, and/or the reproducing cost (this includes all records that need to be copied in order to be emailed or faxed) Payment must be made prior to sending the documents

I certify that the information being requested is not for the purpose of solicitation or fund-raising. I will not sell, give or otherwise make available such information to any other person for the purpose of allowing that person to use the information for solicitation or fund-raising purposes.

**FOR AGENCY USE ONLY**

Denial of Access: I hereby certify that access has been denied to the applicant for the reason(s) checked below:

- Confidential disclosure
- Unwarranted Invasion of Personal Privacy
- Exempted by statute other than Freedom of Information Act
- Other \_\_\_\_\_

You have the right to appeal a denial of this application in writing to the Town Board of the Town of Elmira within Thirty Days (30) of denial

Search Certification: I certify that a proper search has been conducted for the records requested and they cannot be found

Approved: I certify that the copies attached are correct copies of the records requested above

\_\_\_\_\_  
Name (CLERK)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Department Head approval \_\_\_\_\_

Cost of Copies: number of copies \_\_\_\_\_

Cost per page \_\_\_\_\_

Total \_\_\_\_\_