



Incorporated Village of Bellport
29 Bellport Lane
Bellport, New York 11713
TEL (631) 286-0327 FAX (631) 286-7055

APPLICATION FOR PUBLIC ACCESS TO RECORDS

(Pursuant to the Freedom of Information Law/FOIL)

Please Complete the Following:

Name _____ Telephone _____

Representing _____

Address _____

X _____ / _____ / _____

Signature

Date

I hereby apply to inspect the following records:

I hereby apply for a copy of the following records:

Detailed description of document / record requested:

NOTICE TO APPLICANT: You have the right to appeal a denial of this application in writing within 30 days of denial. Please address your appeal to the Village Attorney (Village Attorney: 29 Bellport Lane, Bellport NY 11713). You will receive a reply within 7 business days of receipt of your appeal.

FOR VILLAGE USE ONLY

Approved Denied

Denial of this application is based upon:

- Record cannot be located
- Record exempt by law
- Record does not exist
- Invasion of Privacy
- Confidential Disclosure
- Other (Specify) _____

Signature / Title

_____ / _____ / _____

Date

Pursuant to the FOIL, the Village of Bellport has five business days to make the record available, deny the request and inform the party of the right to appeal, certify in writing that the municipality does not have possession of the record or that record cannot be found after diligent search. If approved, the Village of Bellport will provide the requested documents no later than 25 days from date of request.