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 [ ] Invasion of Privacy
[ ] Record exempt by law [ ] Confidential Disclosure
[ ] Record does not exist [ ] Other (Specify) _______________________________________

Signature / Title ____________/_________/_________/_________/_________/_________/_________/ ________

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.