

**FREEDOM OF INFORMATION LAW  
REQUEST FORM**

NAME OF INDIVIDUAL OR  
BUSINESS MAKING REQUEST: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

NAME OF DOCUMENT BEING REQUESTED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NUMBER OF COPIES: \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_

DATE REPLIED TO: \_\_\_\_\_

DATE REQUEST COMPLETED: \_\_\_\_\_

NOTE: Under Open Government Laws New York State, Clerk has five business days to reply to request and then must produce records within another 20 business days.