



# Incorporated Village of Northport

224 Main Street

Northport, NY 11768

Tel (631) 261-7502

Fax (631) 261-7521

## APPLICATION FOR PUBLIC ACCESS TO RECORDS

Please complete the following:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Representing: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby apply to inspect the following records

I hereby apply for a copy of the following records (Please note copy fee may apply)

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 the denial. Please address your appeal to the Mayor. You will receive a reply within 7 business days of receipt of your appeal.

### FOR VILLAGE USE ONLY

Approved       Denied

Receipt of this request is acknowledged. There will be a delay in supplying the requested record until \_\_\_\_\_ for the following reason: \_\_\_\_\_

Denied for reason(s) checked below:

Record cannot be located       Record exempt by law       Record does not exist  
 Unwarranted Invasion of Privacy       Confidential Disclosure       Other \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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