

APPLICATION FOR ACCESS TO RECORDS
TO: RECORDS ACCESS OFFICER, VILLAGE OF FREEPORT

DATE: _____ Personal FOIL Request _____ Business FOIL Request _____

Print Applicant's Name

Applicant's Signature

Street Address

Representing

City, State, Zip

Phone Number (Required)

E-mail address (Optional)

Fax Number (Optional)

I hereby apply to inspect the following record(s):

COMPLETED FOILS MUST BE PICKED UP OR REVIEWED WITHIN 7 DAYS OF NOTIFICATION.

RECEIVED BY _____ Date _____

Actual time incurred to process & photocopy FOIL request will be charged to the applicant.
\$0.25 cents per photocopy (additional charges for oversized documents)
\$50.00 Certificate of Occupancy with Village Seal
\$113.00 for Letter in Lieu of C.O. – Obtained at the Building Department

(APPLICANTS DO NOT WRITE BELOW THIS LINE)

APP. # _____

- _____
APPROVED-records will be made available on or about _____
- _____
DENIED-for the reason(s) checked below:
- _____
Exempted from disclosure by state or federal statute
- _____
Disclosure would result in an unwarranted invasion of personal privacy
- _____
Disclosure would impair contract awards of collective bargaining agreements
- _____
Records are compiled for law enforcement purposes and, if disclosed, would interfere with law enforcement purposes and, if disclosed, would deprive a person of a right to a fair trial
- _____
Identify a confidential source or disclose confidential info re: investigation
- _____
Reveal non-routine criminal investigative techniques or procedures
- _____
Disclosure would endanger the life or safety of any person
- _____
Records are inter-intra-agency communications that are not (1) statistical or factual tabulations or data (2) instructions to staff that affect the public, (3) final agency or determinations, or external audits
- _____
OTHER _____

(AUTHORIZED SIGNATURE)

(DATE)

(TITLE)

NOTICE: You have a right to appeal a denial of the application. You must appeal in writing to the Village Clerk of the Village of Freeport within thirty (30) days of the date of the denial. If the Village Clerk further denies access, the reason will be given to you in writing within ten (10) business days of the denial of your appeal. **Revised 05/14**