INCORPORATED VILLAGE OF HEMPSTEAD

Application for Public Access to Records

TO: Records Access Officer
Inc. Village of Hempstead
99 Nichols Court, P.O. Box 32
Hempstead, New York 11550
Fax (516) 489-1762

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD(S): **SEC:** _____ **BLOCK:** _____ **LOT** _____

_____

REASON FOR INSPECTION OF RECORD(S):

_____

_____

_____
Requestor Name Signature

_____
Requestor Street Address Town or Village

_____
Representing Agency (print) Date

_____
Telephone Number

FOR VILLAGE USE ONLY

APPROVED: _____ **DEPARTMENT FILE**

DENIED (for the reason(s) checked below)

_____ Confidential
_____ Unwarranted Invasion of Personal Privacy
_____ Record of which this Village is Legal Custodian Cannot Be Found
_____ Record is not Maintained by this Village
_____ Exempted By Statue Other Than the Freedom of Information Act

_____ Other (Specify) _____

_____
Signature Title Date

NOTICE: You have a right to appeal a denial of this application to the Head of this Village

_____
Print Name Print Address

Who must fully explain their reasons for such denial in writing seven (7) days of receipt of an appeal.

I hereby appeal:

_____
Signature Date

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