F.O.I.L.

FREEDOM OF INFORMATION LAW

APPLICATION FOR PUBLIC ACCESS TO RECORDS

Instructions: Complete the following form and present to: Alane Van Donsel, Town Clerk Town of Virgil, New York

Name:____Telephone:____

Representing____

Mailing Address:____

I hereby apply to inspect the following records:

County Tax Map:____

Location/Address:____

Records documents requested:____

____

____

Reason for this request (optional): ____

____

____

Have you requested a list of names and or addresses? ______ Yes _____No

If yes, is the list for commercial of fundraising purposes? ______Yes _____No

_____________________________ __________________________________ ________________

Signature of Applicant Alane Van Donsel, Virgil Town Clerk Date

FOR AGENCY USE ONLY

Initial letter sent on:________________ By:_________________________

This application is______(Approved) _________ (Denied)

Forwarded to:

Dept:___________________ Date:______________ Completed By:_________________________Date:_____________

Dept:___________________ Date:______________ Completed By:_________________________Date:_____________

Disapproval of this application is based on:

________Confidential Disclosure __________Record exempt by law ________Invasion of Privacy

________Record cannot be located __________Other (Specify) _________________

______________________________________ _________________

Signature & Title Date

Notice: You have the right to appeal a denial of this application to the Town Attorney, Town Hall 1176 Church Street, Virgil, NY 13045 (607)835-6174, who must fully explain his/her reason for such denial in writing ten days following receipt of an appeal.

I hereby appeal the denial of this application.

__________________________________ Signature of Applicant ____________________ Date