

INCORPORATED VILLAGE OF HEMPSTEAD

Application for Public Access to Records

TO: Records Access Officer
Incorporated Village of Hempstead
99 Nichols Court
Hempstead, NY 11550
Fax (516)483-4313

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD(S):

REASON FOR INSPECTION OF RECORD(S):

Print Name: Signature:
Print Address: Town/Village:
Print Representing Agency Date
Phone #

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 statute 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 his reasons for such denial in writing seven (7) days of receipt of an appeal.

I hereby appeal: Signature Date