

**CITY OF NIAGARA FALLS F.O.I.L. REQUEST-SUBMIT TO CITY CLERK'S OFFICE**

PLEASE TYPE OR PRINT LEGIBLY

DATE

NAME OF DEPARTMENT TO RECEIVE REQUEST

ADDRESS

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

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

PLEASE PROVIDE IN ELECTRONIC FORMAT IF AVAILABLE      YES      NO

SIGNATURE/PRINT

REPRESENTING

MAILING ADDRESS/EMAIL ADDRESS

PHONE NUMBER

\*\*\*\*\**COPIES OF RECORDS ARE 25 CENTS PER PAGE*\*\*\*\*\*  
.....  
FOR AGENCY USE ONLY

APPROVED \_\_\_\_\_

**DENIED FOR THE REASON(S) CHECKED BELOW:**

- NO FILES IN EXISTANCE \_\_\_\_\_
- CONFIDENTIAL DISCLOSURE \_\_\_\_\_
- UNWARRANTED INVASION OF PERSONAL PRIVACY \_\_\_\_\_
- RECORD OF WHICH THIS AGENCY IS LEGAL CUSTODIAN CANNOT BE FOUND \_\_\_\_\_
- RECORD IS NOT MAINTAINED BY THIS AGENCY \_\_\_\_\_
- EXEMPTED BY STATUTE OTHER THAN THE FREEDOM OF INFORMATION ACT \_\_\_\_\_
- PART OF INVESTIGATORY FILES \_\_\_\_\_
- OTHER (PLEASE SPECIFY): \_\_\_\_\_

SIGNATURE      TITLE      DATE  
.....

**NOTICE: YOU HAVE THE RIGHT TO APPEAL A DENIAL OF THIS APPLICATION WITHIN 30 DAYS TO THE LAW DEPT. LOCATED AT 745 MAIN STREET, NIAGARA FALLS, NY 14301. WHICH MUST FULLY EXPLAIN ITS REASONS FOR DENIAL WITHIN 10 BUSINESS DAYS OF RECEIPT OF AN APPEAL. PLEASE BRING ALL APPEALS TO THE CITY CLERKS OFFICE FOR PROCESSING.**

NAME

BUSINESS ADDRESS

I HEREBY APPEAL X \_\_\_\_\_

DATE \_\_\_\_\_