

**APPLICATION FOR PUBLIC RECORDS**

To: Records Access Officer

Name of Agency (Check One):      Hewlett Bay Park              Hewlett Neck              Woodsburgh

30 Piermont Ave, Hewlett, New York 11557

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORDS: \_\_\_\_\_

\_\_\_\_\_

Sec \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Copy of Plans      Copy of Certificates      Copy of Documents      Copy of Survey      View only

*(Check all that apply)*

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Representing: \_\_\_\_\_

\_\_\_\_\_

*Mailing Address*

FOR AGENCY USE ONLY  
(DO NOT WRITE BELOW)

APPROVED \_\_\_\_\_

DENIED      (For reason(s) checked below)

\_\_\_\_\_ Confidential Disclosure \_\_\_\_\_ Part of Investigatory File

\_\_\_\_\_ Unwanted 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

\_\_\_\_\_ Other (specify)

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

NOTICE: YOU HAVE THE RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE HEAD OF THIS AGENCY

Name \_\_\_\_\_

Business Address \_\_\_\_\_

WHO MUST FULLY EXPLAIN HIS REASON FOR SUCH DENIAL IN WRITING SEVEN DAYS IN RECEIPT OF AN APPEAL.

I HEARBY APPEAL: