



Chemung County
 Public Information and Records Department
 Phone: (607) 737-2837
 www.chemungcounty.com

203 Lake Street
 P.O.Box 588
 Elmira, NY 14902
 Fax: (607) 737-0351

Application for Access to Records Freedom of Information Law (FOIL)

I do hereby apply to inspect obtain a copy of the following record(s):*

Name: (please print)

Signature:

Mailing Address:

Date:

City, State, Zip Code:

Representing: (if applicable)

** There is no charge for the inspection of documents, however, if duplication is requested, a charge of \$.25 per page (up to 9 X14 inches) or the actual cost to reproduce other records, will be assessed.*

Send request to:

Chemung County Public Information and Records Department
 203 Lake Street • P.O. Box 588 • Elmira, NY 14902

FOR DEPARTMENTAL USE ONLY

Denial of Access:

I hereby certify that access has been denied to the applicant for the reason(s) checked below:

- Exempt by other statute
- Confidential disclosure
- Part of investigatory files
- Unwarranted invasion of personal privacy
- Not specifically named as available under any statute
- Other _____

You have the right to appeal denial of this application by writing, within thirty (30) days, to the Chemung County Attorney • P.O. Box 588 • Elmira, New York 14902.

Search Certification:

I certify that a proper search has been conducted for the records requested and they cannot be found.

Correctness Certification:

I certify that the copies attached are correct copies of the records requested by the applicant.

Name: Signature: Title: Date:

Cost of Copies: Number of Pages _____ Cost per Page _____ Total Cost _____
Checks should be made payable to the Chemung County Treasurer.

Payment received by: _____ Title: _____ Date: _____