

PUTNAM COUNTY SHERIFF'S OFFICE

APPLICATION FOR PUBLIC ACCESS TO RECORDS PURSUANT TO THE FREEDOM OF INFORMATION LAW

[Article 6, N.Y. Public Officers Law]

To: Records Access Officer
Putnam County Sheriff's Office
Three County Center
Carmel, New York 10512

Sheriff's Office use only

Stamp date application received

PLEASE PRINT OR TYPE INFORMATION

1. Date of this Application: _____
2. I hereby apply to inspect the following records (please reasonably describe the records sought):

3. Sheriff's Case Number or Event Number, if known: _____
4. The records pertain to the following person(s) (circle title if applicable):
Name: _____ -Defendant/Complainant/Driver
Name: _____ -Defendant/Complainant/Driver
5. The records (check one): DO DO NOT pertain to me personally.
6. Date of incident: _____
7. Place of occurrence: _____
8. Description of incident: _____

9. Are the requested records a list of names and addresses that will be used for commercial or fund-raising purposes? YES NO

-CONTINUED ON OTHER SIDE-

10. Applicant Information:

_____		_____
Name (print)		Title
_____		_____
Street address		City, State, Zip Code
_____	_____	_____
Telephone No.	Fax No.	E-Mail Address

11. Preferred delivery method (check one):

- Applicant requests copy(ies) of record(s) via mail.
- Applicant requests copy(ies) of record(s) via fax.
- Applicant requests digital copy(ies) of record(s) via E-Mail.
- Applicant will pick up copy(ies) of record(s) when ready.
- Applicant will inspect the record(s). No copy(ies) requested.

The Sheriff's Office will respond to this request within five (5) business days, as prescribed by law.

FOR SHERIFF'S OFFICE USE ONLY

_____ Request approved.

_____ Request approved with portion(s) redacted.

_____ Request denied.

_____ Insufficient data to perform search.

_____ Record(s) not maintained by this Department.

_____ Records(s), after a diligent search, cannot be found.

_____ Request acknowledged. Approximate date on which
determination is expected to issue: _____.

Records Access Officer _____ Date _____

FEE NOTICE: The Sheriff's Office may charge photocopy fees and postage, payable in advance, for copies of records furnished hereunder, as authorized by law.