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## FREEDOM OF INFORMATION LAW APPLICATION

All persons submitting a request to access public document(s) must complete the following:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

County/City \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

I hereby am requesting access to the following records:

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**FEES FOR RECORDS:** Please note that if paper copies are requested, payment of a fee of \$0.25 per photocopy will be charged. If electronic records are requested, you may be charged for the cost of the medium requested (e.g., CD). In addition, in either case, if at least two (2) hours will be spent preparing the record (e.g., copying, scanning, redacting, etc.), you will be charged a separate fee. All fees must be made prior to the production of any material. The individual requesting the information acknowledges that he/she is responsible for any and all fees.

**REGISTRATION RECORDS:** Be advised, NYS Election Law Sec 3-103(5) prohibits using information derived from voter registration records for non-election purposes. Any person who knowingly and willfully violates this provision is guilty of a misdemeanor (EL SEC 17-168).