



VILLAGE OF ROUSES POINT

VILLAGE CLERK

139 Lake Street, P.O. Box 185, Rouses Point, NY 12979

e-mail: [clerk@rousespointny.com](mailto:clerk@rousespointny.com)

Phone (518)297-5502 Fax (518)297-3818

[www.rousespointny.com](http://www.rousespointny.com)

FREEDOM OF INFORMATION LAW  
(FOIL) REQUEST

FOIL #:
DATE RECEIVED:

For Justice Court documents – Contact the Village Justice Court, 139 Lake Street, P.O. Box 185, Rouses Point, NY 12979

For Police Department documents request must be filed at 139 Lake Street, P.O. Box 185, Rouses Point, NY 12979

**Section 1 – To Be Completed by Applicant**

YOUR NAME (FIRST M. LAST) \_\_\_\_\_

ADDRESS _____		SUITE / APT. _____	TELEPHONE HOME _____
CITY _____	STATE _____	ZIP CODE _____	TELEPHONE MOBILE _____
COMPANY / BUSINESS NAME _____			TELEPHONE WORK _____
E-MAIL _____			FAX _____
SIGNATURE OF APPLICANT _____			DATE OF APPLICATION _____

DESCRIPTION OF RECORD(S):

\_\_\_\_\_

RELATING TO STREET ADDRESS: \_\_\_\_\_ SECTION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

<input type="checkbox"/> I desire to view the documents requested during normal business hours.	FEE: \$ _____
<input type="checkbox"/> I am requesting copies of the records, and, hereby, agree to pay the lawful reproduction costs plus applicable postage. [Twenty-five cents/page for photocopies. Five dollars (\$5) per CD/DVD for electronic copies. Request for specialized documents (blueprints, maps, etc.) will be charged at the Village's cost to reproduce. In cases requiring specialized computer services to produce records, applicant can also be assessed at the hourly rate of the lowest paid employee capable of reproducing the records.]	DATE PAID / /

**Section 2 – To Be Completed by Village of Rouses Point**

A dated copy of this form will be e-mailed, fax or mailed to you in acknowledgement of your request, as required by the Public Officer's Law that a municipality respond to this original request within five (5) business days.

**FOR VILLAGE OF ROUSES POINT USE ONLY**

<p><b>Forwarded to department</b> [<input checked="" type="checkbox"/> the appropriate box(s)]:</p> <p><input type="checkbox"/> - Building &amp; Code Enforcement    <input type="checkbox"/> - Public Works</p> <p><input type="checkbox"/> - Planning Zoning &amp; Development    <input type="checkbox"/> - Fire Department</p> <p><input type="checkbox"/> - Village Clerk / BOT    <input type="checkbox"/> - Senior Community Center</p> <p><input type="checkbox"/> - Finance    <input type="checkbox"/> - Recreation / Park</p> <p><input type="checkbox"/> - Law    Other: _____</p> <p><input type="checkbox"/> - Manager</p> <p>Received by:    <input type="checkbox"/> JRR    <input type="checkbox"/> VLS    OTHER: _____</p>	<p><b>Sent by department to Clerk Office</b> [<input checked="" type="checkbox"/> the appropriate box(s)]:</p> <p><input type="checkbox"/> - Building &amp; Code Enforcement    <input type="checkbox"/> - Public Works</p> <p><input type="checkbox"/> - Planning Zoning &amp; Development    <input type="checkbox"/> - Fire Department</p> <p><input type="checkbox"/> - Village Clerk / BOT    <input type="checkbox"/> - Senior Community Center</p> <p><input type="checkbox"/> - Finance    <input type="checkbox"/> - Recreation / Park</p> <p><input type="checkbox"/> - Law    Other: _____</p> <p><input type="checkbox"/> - Manager</p> <p>Sent by: _____</p>
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