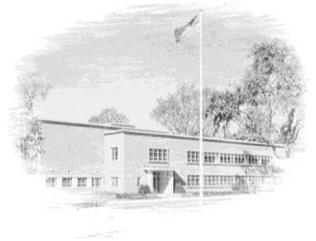




DEPARTMENT OF BUILDINGS
INCORPORATED VILLAGE OF GARDEN CITY
 VILLAGE HALL
 351 STEWART AVENUE
 GARDEN CITY, NY 11530
 516-465-4040(O) – 516-742-5377 (F)



APPLICATION FOR PUBLIC ACCESS TO RECORDS
 CHAPTER 42 OF THE VILLAGE CODE

DATE: _____

TO: RECORDS ACCESS OFFICER

DEPARTMENT

Village Clerk/Treasurer

Police

Fire

Public Works

Building

Recreation

HEREBY APPLY TO INSPECT THE FOLLOWING RECORDS:

PURPOSE OF RECORDS INSPECTION:

NAME: _____ REPRESENTING: _____

ADDRESS: _____

TELEPHONE: _____ E-MAIL: _____

CELL PHONE: _____ SIGNATURE: _____

FOR OFFICE USE ONLY

Check One: **Approved** **Denied** **Record cannot be found**

Records Available for Inspection (Date): _____ Copies of Records Available (Date): _____

Records Inspected By: _____ Number of Copies: _____

Date: _____ Fee Received: _____

 Signature of Records Access Officer

 Title

 Date