

INCORPORATED VILLAGE OF GARDEN CITY  
351 STEWART AVENUE  
GARDEN CITY, NEW YORK 11530  
(516) 465-4000



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

DATE: \_\_\_\_\_

TO: RECORDS ACCESS OFFICER

DEPARTMENT

Village Clerk/Treasurer

Public Works

Police

Building

Fire

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