

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