



# ROTTERDAM POLICE DEPARTMENT FREEDOM OF INFORMATION LAW (FOIL) REQUEST

**SECTION I TO BE COMPLETED BY APPLICANT**

INCIDENT NUMBER (IF KNOWN): \_\_\_\_\_

REQUESTER'S NAME (PRINT): \_\_\_\_\_ D.O.B. \_\_\_\_\_

REQUESTER'S ADDRESS (PRINT): \_\_\_\_\_

PHONE NUMBERS: (WORK) \_\_\_\_\_ (HOME) \_\_\_\_\_

NAME OF CLIENT REPRESENTED (IF APPLICABLE): \_\_\_\_\_

NAME OF BUSINESS OR FIRM (IF APPLICABLE): \_\_\_\_\_

REQUESTER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD(S):

\_\_\_\_\_  
\_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

**SECTION II FOR USE BY POLICE DEPARTMENT FREEDOM OF INFORMATION OFFICER ONLY**

**APPROVED**

**DENIED**

- CONFIDENTIAL DISCLOSURE
- UNWARRANTED INVASION OR PERSONAL PRIVACY
- RECORD CAN NOT BE FOUND AFTER A DILIGENT SEARCH
- RECORD IS NOT MAINTAINED BY THIS AGENCY
- EXEMPTED BY LAW OTHER THAN FOIL
- IDENTITY WITHHELD BECAUSE NO CRIMINAL ACTION PENDING
- EVIDENTIARY RECORDS WITHHELD AS CRIMINAL ACTION STILL PENDING
- OTHER \_\_\_\_\_

\_\_\_\_\_  
FREEDOM OF INFORMATION OFFICER

\_\_\_\_\_  
DATE

*You have the right to appeal a denial of this application in writing. Such an appeal shall be heard by the Town Attorney of the Town of Rotterdam, Rotterdam Town Hall, 1100 Sunrise Blvd., Rotterdam, NY 12306.*

**\*\*\*Records may be inspected or picked up in person. Please provide identification when picking up records.\*\*\***