CITY OF AUBURN

"Expect Excellence"

Department of Police
Shawn I. Butler
Chief of Police
Roger J. Anthony
Deputy Chief of Police

APPLICATION FOR PUBLIC ACCESS TO RECORDS PURSUANT TO THE FREEDOM OF INFORMATION LAW

[Article 6, N.Y. Public Officers Law]

For APD's Office Use Only
Date Rec'd: _____
___ IP ___ M ___ F ___ EM
PC# _____

TO: RECORDS ACCESS OFFICER
AUBURN POLICE DEPARTMENT

PRINT OR TYPE INFORMATION

Request is hereby made to inspect the following record(s) (PLEASE FURNISH A REASONABLY SUFFICIENT DESCRIPTION FOR PURPOSES OF LOCATING AND IDENTIFYING THE RECORD(S) SOUGHT):

_____

_____

The record(s) pertain to the following person(s) (Circle title if applicable):

_____ Defendant / Complainant / Driver

_____ Defendant / Complainant / Driver

The record(s) (check one): _____ DO pertain to me personally

_____ DO NOT pertain to me personally

Date of Incident: _____

Place of occurrence _____

Description of Incident: _____
_____
_____
_____

Will record(s) be used for commercial or fund-raising purposes? ____ YES ____ NO

Reason for request: _____
(Optional) _____
_____
_____

Today's Date: _____

46 North Street. Auburn, New York 13021-3699. (315) 253-3231. Fax (315) 255-0022

APPLICANT INFORMATION

Name (Print)	Signature
Title	Representing
Mailing Address	City, State, Zip Code

Telephone Number	Fax Number	Email Address

SUBMISSION OF APPLICATION:

DELIVER OR MAIL TO:

Auburn Police Department
Attention: Records Access Officer - Captain Casper
46 North St.
Auburn, New York 13021

-OR- FAX TO: 315-255-0022

-OR- E-MAIL TO: pcasper@auburnny.gov

**** The Police Department will respond to this request within five (5) business days.****

FOR APD OFFICE USE ONLY

_____ Request approved.

_____ Request approved with portion(s) redacted: _____

_____ Request denied. Reason: _____

_____ Unable to perform search - record(s) not reasonably described.

_____ Record(s) not maintained by this Department.

_____ Record(s), after a diligent search, cannot be found.

_____ Request acknowledged. Approximate date on which determination is expected to issue: _____

Records Access Officer	Date

FEE NOTICE: The Police Department Office may charge a fee, payable in advance, for paper copies of records furnished hereunder. Fees are twenty-five (25¢) cents per photocopy not in excess of nine inches by fourteen inches, or the actual cost of reproducing any other record, except when a different fee is otherwise prescribed by law. POL § 87 (1)(b) (iii). Fees for medical records are seventy-five (75¢) cents per photocopy. N.Y. Public Health Law §§ 17-18.