INCORPORATED VILLAGE OF BELLPORT

Freedom of Information Law

Application for Public Access to Records

The Village of Bellport has 5 business days from the date of submission to respond to this request as to approval or denial and when approved must provide the requested documents no later than 25 days from the date of submission.

Please complete the following:

Name _____ **Telephone** _____

Representing _____

Address _____

Signature _____ **Date** _____

Detailed description of document / record requested _____

_____

_____

_____

_____

_____

I wish to: _____ view documents only _____ receive copy of documents

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Bellport Village use only:

This application is _____ Approved _____ Denied Date _____ By _____

___Village Clerk __Deputy Clerk

Denial of this application is based on:

_____ Record can not be located _____ Record exempt by law _____ Record does not exist

_____ Invasion of privacy _____ Confidential Disclosure

_____ Other (specify) _____

Notice to Applicant: You have the right to appeal a denial of this application in writing within 30 days of the denial. Please address your appeal to the Village Attorney. You will receive a reply within 7 business days of receipt of your appeal. Village Attorney, 29 Bellport Lane, Bellport, NY 11713