



NASSAU COUNTY CLERK
 Records Access Officer
 240 Old Country Road
 Mineola, New York 11501
 (516) 571-2660

FREEDOM OF INFORMATION LAW (FOIL) REQUEST

Please complete:

Name _____ Tele. _____
 Address _____ Fax _____
 _____ Date _____

I hereby apply to inspect the following record(s): *must be specific*

For agency use only

Request is ACKNOWLEDGED

It is being reviewed to determine if the document requested is in our possession and if it will be available under FOIL. You will be contacted under separate cover with any copying fees that may apply.

Request APPROVED

The record(s) you requested total(s) _____ page(s). Please remit the statutory fee by cash or money order to the address listed above. The fee is computed as follows: .65¢ per page with a minimum fee of \$1.30 for a copy; \$1.25 per page with a minimum fee of \$5.00 for a certified copy. Upon receipt of the appropriate fee, your request will be forwarded to you. Fee: \$ _____

Request DENIED for the reason(s) indicated below:

- Exempted from disclosure by state or federal statute;
- Constitutes an unwarranted invasion of personal privacy;
- Impairs present or imminent contract awards or collective bargaining negotiations;
- Inter-agency or intra-agency materials.

REQUEST MUST BE MORE SPECIFIC (include dates, index #, section, block and lot, recording info., etc.)

RECORD IS NOT MAINTAINED BY THIS AGENCY

**You have the right to appeal a denial of
 this request within the next 30 days to:**

**FOIL APPEALS OFFICER
 Nassau County Clerk's Office
 240 Old Country Rd., Mineola, NY 11501**

 Records Access Officer Date