



F.O.I.L.

FREEDOM OF INFORMATION LAW APPLICATION FOR PUBLIC ACCESS TO RECORDS

Instructions: Complete the following form and present to: Alane Van Donsel, Town Clerk Town of Virgil, New York

Name: _____ Telephone: _____

Representing _____

Mailing Address: _____

I hereby apply to inspect the following records:

County Tax Map: _____

Location/Address: _____

Records documents requested: _____

Reason for this request (optional): _____

Have you requested a list of names and or addresses? Yes No

If yes, is the list for commercial of fundraising purposes? Yes No

Signature of Applicant

Alane Van Donsel, Virgil Town Clerk

Date

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FOR AGENCY USE ONLY

Initial letter sent on: _____ By: _____

This application is _____ (Approved) _____ (Denied)

Forwarded to:

Dept: _____ Date: _____ Completed By: _____ Date: _____

Dept: _____ Date: _____ Completed By: _____ Date: _____

Disapproval of this application is based on:

Confidential Disclosure Record exempt by law Invasion of Privacy
 Record cannot be located Other (Specify) _____

Signature & Title

Date

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Notice: You have the right to appeal a denial of this application to the Town Attorney, Town Hall 1176 Church Street, Virgil, NY 13045 (607)835-6174, who must fully explain his/her reason for such denial in writing ten days following receipt of an appeal.

I hereby appeal the denial of this application.

Signature of Applicant

Date

