

Town of Watertown Fire District
FREEDOM OF INFORMATION LAW (FOIL) REQUEST FORM

This form is to be used by all persons making a request for information and/or records from the Town of Watertown Fire Department pursuant to the New York State Freedom of Information Law.

Name: _____ Phone: _____

Address: _____

Department information is being requested: _____

Please indicate below the record(s) you are requesting including relevant dates, names, addresses, case numbers, etc.

1. Please be aware that the Freedom of Information Law of New York State allows the fire district/department to take up to five (5) business days to acknowledge your request. Certain records may require additional time. All requests may be picked up at this office. To inquire about a request, you may contact this office at (315) 788-9101.
2. The statutory fee which the fire district will charge for records is twenty -five (.25) cents photocopied page and/or the actual cost of reproduction of certain other materials and records.
3. The Term “reasonable described” means that the request is clear and concise and can be easily understood. Requests that are not clear can be denied.

Your signature below indicates that you have read and understood the above provisions.

Signature

Date