

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: RECORDS ACCESS OFFICER
BUILDING DEPARTMENT

DATE: _____

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORDS:

Please print all information and allow one foil request per parcel

SECTION _____ BLOCK _____ LOT (S) _____

ADDRESS _____

DESCRIPTION OF RECORDS SOUGHT:

Please describe the records sought in specific detail. For documents relating to properties, please include Suffolk County Tax Map number or street address.

NOTE: *Under the Freedom of Information Law the Town of Smithtown is not required to create a new record.*

Name _____ Phone No. _____

Company Name _____ E-Mail _____

Mailing address _____

Signature

Date

FOR AGENCY USE ONLY

DATE RECEIVED _____

_____ APPROVED

_____ DENIED

_____ RECORDS OF WHICH THIS AGENCY IS LEGAL CUSTODIAN CANNOT BE FOUND

_____ RECORDS ARE NOT MAINTAINED BY THIS AGENCY

SIGNATURE

TITLE

DATE

NOTICE: Please allow twenty (20) business days for processing before contacting this office