



**APPLICATION FOR PUBLIC ACCESS TO RECORDS**  
**YORKTOWN POLICE DEPARTMENT**

**SECTION I - TO BE COMPLETED BY APPLICANT**

TO: Staff Division Commander

Yorktown Police Department  
 2281 Crompond Rd.  
 Yorktown Heights, NY 10598  
 Phone: 914-962-4141 Fax: 914-962-4458

**I HEREBY APPLY FOR A COPY OF THE REPORT/RECORD DESCRIBED BELOW**

(Please supply as much of the information as possible, printing your entries with a ball-point pen)

Applicant's Name (First Init. Last):		Applicant's Signature:	Date of Application:
Applicant's Address:		Applicant's Phone #:	
Name and Address of Business/Firm:		Name of Client Represented:	

Description of Report or Record: \_\_\_\_\_

Names of Driver(s): \_\_\_\_\_

Name of Complainant: \_\_\_\_\_ Name of Victim: \_\_\_\_\_

Date of Occurrence: \_\_\_\_\_ Case Number: \_\_\_\_\_

Location of Occurrence: \_\_\_\_\_

**SECTION II – FOR USE BY POLICE DEPARTMENT FREEDOM OF INFORMATION OFFICER ONLY**

**THIS WILL ACKNOWLEDGE RECEIPT OF A NEW YORK STATE FREEDOM OF INFORMATION LAW REQUEST. YOUR REQUEST HAS BEEN:**

- APPROVED
- APPROVED WITH REDACTIONS
- PARTIAL APPROVAL
- CAN NOT BE APPROVED, because the case is being actively investigated and is compiled for law enforcement purposes and which if disclosed would interfere with the law enforcement investigation or the judicial proceeding.
- CAN NOT BE APPROVED, because it would violate a person's right to privacy
- CAN NOT BE APPROVED, because the report/case has been forwarded to the Westchester County District Attorney's Office for review.
- Check back in \_\_\_\_\_ weeks.
- RECORD CANNOT BE FOUND AFTER A DILIGENT SEARCH
- RECORDS ARE NOT POSSESSED OR MAINTAINED BY THIS AGENCY
- ADDITIONAL INFORMATION IS NEEDED
- THIS INCIDENT IS NOT WITHIN OUR JURISDICTION
- RECEIPT OF THIS REQUEST IS ACKNOWLEDGED, THERE WILL BE A DELAY IN SUPPLYING THE REQUESTED

RECORD UNTIL \_\_\_\_\_ FOR THE FOLLOWING REASON: \_\_\_\_\_

OTHER \_\_\_\_\_

(Over ~~6~~)

**THE INFORMATION YOU ARE REQUESTING CONSISTS OF THE FOLLOWING:**

- \_\_\_\_\_ Pages @ \$0.25 per Page
- \_\_\_\_\_ CD(s)/Rolls of Film @ \$28.00 per CD/Roll

**TOTAL DUE:** \_\_\_\_\_

- You may obtain the copies at our Records Unit during normal business hours, Monday through Friday (9:00 AM to 12:00 PM). You may also receive a copy by mail by sending payment payable to the Town of Yorktown 2281 Crompond Road, Yorktown Heights, NY 10598, together with a postage paid, self addressed envelope.  
*(PLEASE ALLOW FOR EXTRA WEIGHT AND POSTAGE IF NECESSARY.)*
- You have the right to appeal a denial of this application in writing to the Yorktown Town Attorney's Office within 30 days of the denial. Information as to the person to contact is shown below. The contacted person must respond to you in writing within 10 business days of receipt of your appeal.

***YORKTOWN TOWN ATTORNEY, 363 UNDERHILL AVE., YORKTOWN HEIGHTS, NY 10598***

**COPIES TO:**

- STAFF COMMANDER'S OFFICE
- TOWN ATTORNEY
- ORIGINAL TO CASE FILE

Officer's Signature:	Title:	Date:
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