

REQUEST FOR ACCESS TO PUBLIC RECORDS

(SECTION 87 – PUBLIC OFFICERS LAW)

Name of Applicant: _____

Address of Applicant: _____

Phone Number: _____

Is applicant applying on own behalf? _____

Yes No

If no, name and address of principal, if application made by agent., etc.

NAME: _____

ADDRESS: _____

Please list the records, determinations, minutes, rules, etc., which you wish to examine or have copied. Photocopy charge is \$.25 per page.

I would like photocopies and understand that they cost \$.25 per page: _____

I wish to examine the documents only: _____

	ITEM	APPROXIMATE DATE FILED
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

Please note: The agency has five working days in which to comply with or reject this request.

THESE RECORD OR REPORTS WILL NOT BE USED
FOR COMMERCIAL OR FUND-RAISING PURPOSES
(Section 87 – Public Officers Law)

Applicant's Signature

VILLAGE OF MONROE – CLERK'S OFFICE

APPLICANT'S NAME (PRINT OR TYPE)

DATE: _____

DATE FILED: _____