



MONROE POLICE DEPARTMENT



104 Stage Road Monroe, NY 10950
Main: (845) 782-8644 - Fax: (845) 782-2227
Website: www.monroepd.org

FOIL REQUEST FORM For persons seeking existing records

All Freedom of Information Law Requests must be made in writing. Please complete this form and present it to the desk officer or mail to:

Monroe Police Department
104 Stage Road
Monroe, New York 10950

Within five business days this agency will respond to your request for records with a written acknowledgement of the receipt of such request and a statement of the approximate date, which shall be reasonable under the circumstances of the request, when such request will be granted or denied.

Requestor Information:

Name _____ Date _____ Contact telephone # _____

Mailing Address _____

Your Firm/Organization _____ Your contact telephone # _____

Party You Represent _____

Your request should identify or describe the records sought with sufficient specificity to enable us to ascertain and locate the records being requested. Please fill in **all known or applicable** information.

Incident/Case Number: _____ Type of incident: _____

Date and Time of Incident: _____ Location of Incident: _____

Names of Individual(s) involved

Description of records sought

Date Received at Police Headquarters _____ Received by _____
Title _____
by (walk in, mail, fax)

Records accessible under FOIL are made available to any person without regard to status or interests.