



Town of Newark Valley Clerk's Office
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Public Information Request

APPLICATION FOR PUBLIC ACCESS TO RECORDS Freedom of Information Law (FOIL) Request

Date: _____

To: Town of Newark Valley 109 Whig Street Newark Valley, NY 13811

I hereby apply to inspect or request a copy of the following record (please be as precise as possible in your description):

Note: You must fill out a separate request form for **each** record requested AND you must complete the bottom portion of this document.

Note: The Town of Newark Valley charges a reproduction fee of 25¢ per page for 8 ½" x 11" documents and the actual material and reproduction cost for oversized documents. You are also required to pay for postage of mailed items. No copies will be made until payment has been received.

Signature: _____

Print Name: _____

Mailing Address: _____

Phone: _____ Email: _____