



Freedom of Information (FOIL) Request Form

Lisa M. Ayers – FOIL OFFICER & FIRST DEPUTY TOWN CLERK
Tiffany M. Ray – DEPUTY FOIL OFFICER & SECOND DEPUTY TOWN CLERK
1496 Route 300, Newburgh, NY 12550
Telephone: (845) 564-4554 Fax: (845) 564-8589

- 1.) Please **indicate** the Department(s) below within the Town of Newburgh government which you believe have possession of these documents:**

****If a department is not listed, we reserve the right to refuse your request.
Please print legibly**

- 2.) I hereby request under the terms of the Freedom of Information Law (FOIL) (Please circle one):

Copies

Inspection

- 3.) The following are the documents I am requesting. Please be as precise and specific, and provide as much information as possible. If requesting property file, please provide property address &/or SBL:

Date: _____

Signature: _____

Phone #: _____

Print Name: _____

Representing Firm: _____

Address: _____

Email address: _____

You may email this request to town-clerk@townofnewburgh.org or fax to 845-564-8589. Department has five (5) business days to provide initial response to Town Clerk's office. Department has twenty (20) day to provide final response