



Village of Baldwinsville
Police Department

Freedom of Information Law Request for Records

Instructions

- All requests must be made in writing. Please use this form to assist you in structuring your request.
- Within five (5) business days this agency will respond to your request for records with a written acknowledgement of receipt, and a statement of the approximate time frame required to respond to your request.
- All applicable preparation and/or reproduction fees must be collected before any legally releasable record(s) are provided (paper records are \$0.25 per page, video records are \$1.50 per DVD or \$10 per thumb drive and a minimum of \$125 per hour for outside professional video redaction if required).
- Submit completed form by email or mail to:

Email Address:

police@baldwinsville.org

*For email submission, save this completed form locally to your computer and attach the saved copy to your email.

Mailing Address:

Village of Baldwinsville Police Department
Attn: Records Access Officer
16 W. Genesee Street
Baldwinsville, NY 13027

Requestor Information					
Date (mm/dd/yyyy)	Prefix	Name (Last, First, MI)	Suffix	Phone #	
Mailing Address			City	State	Zip
Person You Represent (Last, First, MI)					
Your Firm/Organization Name (if applicable)				Phone #	
Firm/Organization Address			City	State	Zip

