



# Incorporated Village of Lynbrook

## Freedom of Information Act Application

### Instructions:

FORMS SHOULD BE FILLED OUT AND EITHER FAXED TO LYNBROOK VILLAGE HALL AT 516- 887-8148 OR MAILED TO:

LYNBROOK VILLAGE HALL  
P O BOX 7021  
LYNBROOK, NEW YORK 11563  
ATT: JOHN GIORDANO, VILLAGE ADMINISTRATOR

PLEASE NOTE THAT FOIL REQUESTS VIA EMAIL CAN BE SENT USING THIS FORM WITH THE WORDS "FOIL REQUEST" IN THE SUBJECT LINE.

APPLICATION BEGINS ON PAGE 2. -



**APPLICATION TO EXAMINE PUBLIC RECORDS**

TO: Records Access Officer RECEIVED: \_\_\_\_\_

Inc. Village of Lynbrook  
One Columbus Drive  
Lynbrook, NY 11563

SEC. \_\_\_\_\_ BLOCK \_\_\_\_\_ PLOT \_\_\_\_\_

I HEREBY APPLY TO EXAMINE THE FOLLOWING RECORD(S) List items to be examined) PURSUANT TO THE N.Y.S. FREEDOM OF INFORMATION LAW:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

\_\_\_\_\_  
APPLICANT (PRINT) PHONE NUMBER

\_\_\_\_\_  
REPRESENTING (PRINT)

\_\_\_\_\_  
MAILING ADDRESS (PRINT) CITY STATE ZIP

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

XX

FOR AGENCY USE ONLY

TO:

( ) APPROVED

SIGNATURE TITLE DATE

COMMENTS:

( ) DENIED: \_\_\_\_\_

SIGNATURE TITLE DATE

XX

NOTICE: You have the right to appeal a denial to the head of this agency, in writing, addressed to:

**MAYOR WILLIAM HENDRICK**  
**INCORPORATED VILLAGE OF LYNBROOK**  
**ONE COLUMBUS DRIVE**  
**LYNBROOK, NEW YORK 11563**

CC: MAYOR WILLIAM HENDRICK, JOHN GIORDANO VILLAGE ADMINISTRATOR/CLERK