

INCORPORATED VILLAGE OF LAUREL HOLLOW  
1492 LAUREL HOLLOW ROAD  
SYOSSET, NEW YORK 11791-9603  
TEL (516) 692-8826 FAX (516) 692-4198

APPLICATION FOR PUBLIC ACCESS TO RECORDS  
(pursuant to the Freedom of Information Law/FOIL)

To: Village Clerk  
Village of Laurel Hollow

- I hereby apply to inspect the following records:  
 I hereby apply for a copy of the following records:

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Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Representing: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
(signature) (date)

FOR VILLAGE USE ONLY

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Records not maintained by Village |
| <input type="checkbox"/> Denied   | <input type="checkbox"/> Records cannot be located         |

\_\_\_\_\_  
(signature) (date)

NOTICE TO APPLICANT: You have a right to appeal a denial of this application to the Mayor of the Incorporated Village of Laurel Hollow, who must, within 10 days of receipt of appeal, explain in writing the reasons for denial, or provide access to the record(s) sought.

I hereby appeal:

\_\_\_\_\_  
(signature) (date)

Address: \_\_\_\_\_

Pursuant to the FOIL, the Records Access Officer has five business days to make the record available; deny the request in writing and inform the party of the right to appeal; certify in writing that the municipality does not have possession of the record or that the record cannot be found after a diligent search; or furnish a written acknowledgement of the receipt of the request and a statement of the approximate date when the record will be made available.