



ERIE COUNTY CLERK'S OFFICE

Freedom of Information Law

Application For Access to Public Records

Instructions: Complete this form and return, by mail, email, or deliver in-person, to the FOIL Officer at the Erie County Clerk's Office, 92 Franklin Street Buffalo, NY 14202 or ECCOFOIL@erie.gov

***To request information maintained by an independent office within Erie County Government (i.e., Board of Elections, County Executive, Comptroller, District Attorney, Legislature, and Sheriff) you must contact that office directly on how to submit a FOIL request. ***

The Erie County Clerk's Office will respond within 5 days of receipt of your request to acknowledge receipt and / or make the record available for review. Many records are already available for review in the Clerk's Office at the public computers or, if the record sought is a court record, by going online to <https://iapps.courts.state.ny.us/nyscef/HomePage>. If the record is not available within five days of receipt of such request, you will be advised of the approximate date when such record may be made available or when such request may be granted or denied.

In accordance with the Public Officers Law and the statutory authority granted under the New York Civil Practice Law and Rules, the Clerk's Office may charge \$0.65 per page with a minimum fee of \$1.30 as well as other charges associated with the cost of reproducing a record. Payment MUST be made at time of pick-up. If mailing is requested, please provide a self-addressed postage paid envelope.

I hereby apply to [] inspect or obtain [] a hard copy [] an electronic copy of the following records under the provisions of the Freedom of Information Law (please include as much detail about the records as you can, including relevant dates, names, descriptions, ect): _____

*If your request is for a list of names and addresses produced by this office, by signing this form, you are certifying that you will not use such list for solicitation or fund-raising purposes Print Name and Organization and will not sell, give or otherwise make available such list to any other person for the purpose of allowing that person to use such lists of names and addresses for solicitation or fundraising purposes.

Signature*

Date

Print Name and Organization

Mailing Address

Email

Phone

.....

FOR AGENCY USE ONLY

- [] **Approved**
- [] **Denied (for the following reasons)**
- [] Confidential disclosure
- [] Part of investigatory files
- [] Unwarranted invasion of personal privacy
- [] Record of which this agency is legal custodian cannot be found
- [] Record is not maintained by this agency
- [] Excepted by statute other than the Freedom of Information Law



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[] Other/Comments: _____

Name: _____ Date: _____