EMAIL ADDRESS: _____

REQUEST FOR ACCESS TO PUBLIC RECORDS
(SECTION 87 – Public Officers Law)

Name of Applicant: _____

Address of Applicant: _____

Phone Number: _____

Is applicant applying on own behalf? _____ _____
Yes No

If no, name and address of principal, if application made by agent, etc.
NAME: _____

ADDRESS: _____

Please list the records, determinations, minutes, rules, etc., which you wish to examine or have copied.
Photocopy charge is $0.25 per page.

I would like photocopies and understand that they cost $0.25 per page: ____
I wish to examine the documents only: ____

	ITEM	APPROXIMATE DATE FILED
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

Please note: The agency has five working days in which to comply with or reject this request.

THESE RECORDS OR REPORTS WILL NOT BE USED
FOR COMMERCIAL OR FUND-RAISING PURPOSES
(Section 87 - Public Officers Law)

_____
Applicant's Signature

_____
VILLAGE OF MONROE – CLERK'S OFFICE

_____
APPLICANT'S NAME (PRINT OR TYPE)

DATE: _____

DATE FILED: _____