



# Freedom of Information Request

Records Access Officer  
Town Clerk, Town of Webster  
1000 Ridge Road  
Webster, NY 14580  
Phone: (585) 872-1000  
Email: townclerk@ci.webster.ny.us

Office Use Only

Date: \_\_\_\_\_

Records Access Officer: \_\_\_\_\_

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request records or portions thereof pertaining to: ***(For Police Department Records, please include the date of birth, if known and include the approximate date and location of the record you are requesting.)***

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*If there are any fees for copying the records requested, please inform me before filling the request. I understand there is a minimum copying fee of 25¢ per page for paper document (8 1/2" x 11"). If the document (s) are available in a format that can be sent electronically, there is no charge per page if an email address is provided.*

Please check one of the options below before submitting your request.

- The requested information is to be used for Solicitation and / or Fundraising purposes.  
 The requested information is NOT to be used for Solicitation and / or Fundraising purposes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, ZIP

\_\_\_\_\_  
Email

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Evening Phone