



INCORPORATED
VILLAGE OF SANDS POINT

26 TIBBITS LANE
SANDS POINT, NY 11050-1135

ADDRESS ALL COMMUNICATIONS TO
INCORPORATED VILLAGE
OF SANDS POINT

P.O. BOX 188
PORT WASHINGTON, NY 11050-0109

TELEPHONE (516) 883-3044
FAX (516) 767-3691

APPLICATION FOR PUBLIC ACCESS TO RECORDS

To: Records Management Officer

Date: _____

I hereby apply to inspect the following Village records:

(Be as specific as possible as to what records you wish to review or have copies made of)

Signature/Print Name

Address

Phone Number

Fax Number

E-Mail Address

There is a minimum charge of 25 cents per copy.

FOR VILLAGE OFFICE USE

Approved

Denied

Signature:

Date:

Reason for Denial:

YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION