F.O.I.L. APPLICATION FOR ACCESS TO RECORDS *DUTCHESS COUNTY SHERIFF'S OFFICE*

To: ***Records Access Officer***
Dutchess County Sheriff's Office
108 Parker Ave
Poughkeepsie, NY 12601

Date: _____

****PHOTO IDENTIFICATION IS REQUIRED WHEN SUBMITTING THIS FORM AND WHEN PICKING UP RECORDS****

I hereby apply for a copy of the following records (include case number, if applicable):

_____ _____
Date(s) of Incident(s) Incident Number(s)

_____ _____
Print Name Signature

_____ _____
Representing Telephone Number & E-Mail Address

_____ _____
Address City, State, Zip

Additional Information: _____
_____
_____

OFFICE USE ONLY

☐ Denied (reasons noted below) ☐ Approved – Cost $_____

- ☐ Confidential Disclosure
- ☐ File Under Investigation
- ☐ Unwarranted Invasion of Personal Privacy
- ☐ Record of which this Office is legal custodian cannot be found
- ☐ Record is not maintained by this Office
- ☐ Record is exempt by statute other than Freedom of Information Law
- ☐ New York State County Law subsection 308.4
- ☐ Other: _____

_____ _____
Records picked up by (print name) Records picked up by (signature)

_____ _____ _____
Employee Title and Name Signature Date

PLEASE TAKE NOTE

Please take notice that you may within thirty days appeal in writing this response pursuant to NY Public Officers Law Section 89(4)(a) to the Dutchess County Attorney, Caroline E. Blackburn, 22 Market Street, Poughkeepsie, NY 12601, tel. (845) 486-2110. The original FOIL request and response should accompany the appeal. An appeal is not complete unless it contains:

1) the date and location of requests for records;
2) a description, to the extent possible, of the records that were denied; and
3) the name and return address of the appellant.