



FREEDOM of INFORMATION LAW (FOIL)
APPLICATION for ACCESS TO RECORDS

ERIE COUNTY CLERK'S OFFICE

Instructions: Complete all area of this form and return to the FOIL Officer for the Erie County Clerk's Office:

Mail to: FOIL Officer
Erie County Clerk's Office
92 Franklin Street
Buffalo, New York 14202

Fax to: Attention: FOIL Officer
(716) 858-6550

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 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. There will be a charge for copies of \$.65 per page with a minimum of \$1.30 for a 1- or 2- page document pursuant to CPLR Article 80. Payment MUST be made at time of pick-up. If mailing is requested, please provide a self-addressed postage paid envelope.

I hereby request to INSPECT or OBTAIN a COPY of the following record:

Date: _____

Signature* _____

Print Name _____

Mailing Address _____

Email: _____

Contact telephone number _____

*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 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 fund-raising purposes.

FOR COUNTY CLERK USE ONLY

Approved

Denied for the Reason(s) Checked below:

Confidential disclosure

Unwarranted invasion of personal privacy

Record cannot be found

Exempted by statute other than the Freedom of Information Law

Other: _____

Part of investigatory files

Sealed record (requester not authorized)

Record is not maintained by this Office

Signature: _____

Date: _____