



**Arlington Fire District**  
11 Burnett Boulevard  
Poughkeepsie, NY 12603  
[www.afd.org](http://www.afd.org)

Business: (845) 486-6300  
Fax: (845) 486-6322

**FREEDOM OF INFORMATION LAW  
APPLICATION FOR ACCESS TO PUBLIC RECORDS**

DATE: \_\_\_\_\_

PERSON REQUESTING ABOVE INFORMATION:

NAME: \_\_\_\_\_ (Print Name) \_\_\_\_\_ (Signature)

REPRESENTING: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

I hereby apply to: \_\_\_\_\_ **Inspect** a copy of the following records. (Specify date, time, location, etc. There is no cost.)

\_\_\_\_\_ **Receive** a copy of the following records. (Specify date, time, location, etc. Fees may apply)

\_\_\_\_\_ **Receive** a copy of the following records sent to my e-mail address, if applicable.

The fee for copies of records shall be twenty-five cents per photocopy and not in excess of nine inches by fourteen inches, or the actual cost of reproducing any other record. For media type requests, (i.e. CD / DVD/ PHOTOGRAPHS), the actual cost of the media will be charged. The requester will be notified in advance if any payment is required and documents will not be released until payment is made in full.

\_\_\_\_\_

\_\_\_\_\_

**ARLINGTON FIRE DISTRICT USE ONLY**

Received by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

- APPROVED
- DENIED (for the reason(s) checked below)
  - Confidential disclosure
  - Part of investigative files
  - Unwarranted invasion of privacy
  - Record of which the Fire District is legal custodian but cannot be found
  - Exempt by statute other than the Freedom of Information Law

**RIGHT TO APPEAL:** You may appeal any denied records within thirty (30) days of denial in writing to the Board of Fire Commissioners. The Board of Fire Commissioners will decide the appeal in writing within ten (10) business days of receipt of the appeal.