



SOUTHAMPTON TOWN POLICE DEPARTMENT

110 Old Riverhead Rd, Hampton Bays, NY 11946

APPLICATION FOR PUBLIC ACCESS TO RECORDS

SECTION 1. TO BE COMPLETED BY APPLICANT

TO: **Records Request**
Southampton Town Police Department
Tel: 631-702-2270

Freedom of Information Request
Southampton Town Police Department
Tel: 631-702-2270

I HEREBY APPLY FOR A CERTIFIED COPY OF THE REPORT/RECORD DESCRIBED BELOW (please supply as much of the listed information as possible, printing your entries with a ball point pen):

APPLICANT'S NAME (FIRST, INIT, LAST)		APPLICANT'S SIGNATURE	DATE OF APPLICATION
APPLICANT'S ADDRESS		APPLICANT'S PHONE	
NAME OF BUSINESS/FIRM		NAME OF CLIENT REPRESENTED	
CHECK 1A or 1 B:	1A <input type="checkbox"/> MOTOR VEHICLE ACCIDENT REPORT	1 B <input type="checkbox"/> OTHER REPORT/RECORD (Describe in item 2, below)	

2. DESCRIPTION OF REPORT OR RECORD (IF OTHER THAN A MOTOR VEHICLE ACCIDENT REPORT)

3. NAME(S) OF DRIVER(S)

4. NAME OF COMPLAINANT

5. NAME OF VICTIM

6. DATE OF OCCURRENCE

7. DATE RANGE IF MORE THAN ONE DATE

8. CC NUMBER

9. LOCATION OF OCCURRENCE

10. MAIL PRE-PAID REPORT/RECORD TO:

SECTION 11 FOR USE BY FREEDOM OF INFORMATION OFFICER ONLY

- APPROVED
- * APPROVED WITH REDACTIONS
- * PARTIAL APPROVAL
- * DENIED
- RECORD CANNOT BE FOUND AFTER DILIGENT SEARCH
- RECORDS ARE NOT POSSESSED OR MAINTAINED BY THIS AGENCY
- ADDITIONAL INFORMATION NEEDED _____
- THIS INCIDENT IS NOT WITHIN OUR JURISDICTION
- RECEIPT OF THIS REQUEST IS ACKNOWLEDGED. THERE WILL BE A DELAY IN SUPPLYING THE REQUESTED RECORD UNTIL _____ FOR THE FOLLOWING REASON:

OTHER _____

- SEE FORM (STPD107_101519) FOR EXPLANATION

SIGNATURE

DATE RECEIVED

DATE RETURNED

YOU HAVE THE RIGHT TO APPEAL A DENIAL OF THIS APPLICATION IN WRITING TO THE OFFICE OF THE COUNTY ATTORNEY WITHIN 30 DAYS OF THE DENIAL. INFORMATION AS TO THE PERSON TO CONTACT IS SHOWN BELOW. THE CONTACTED PERSON MUST RESPOND TO YOU IN WRITING WITHIN TEN BUSINESS DAYS OF RECEIPT OF YOUR APPEAL.

SOUTHAMPTON TOWN ATTORNEY
116 HAMPTON ROAD
SOUTHAMPTON, N.Y. 11946