

**Village of Williamsville
FOIL Request Form**

Date: _____

**TO OBTAIN INFORMATION UNDER THE FREEDOM OF INFORMATION
LEGISLATION, complete this form and return it to the Village Clerk.**

Within five (5) business days of receipt of a written request for a record reasonably described, either the requested information will be available at the Village Clerk's Office; written denial of access, including reasons for denial, will be given; or a written acknowledgement of receipt of the request will be given including a statement of the approximate date when the request will be granted or denied. If you wish to view a document, an appointment will be arranged.

When you request copies, there is a charge of 25 cents per page up to 9" x 14". If the size of the documents exceeds the capabilities of our duplication equipment, we must send them off site for reproduction. For large size copies, the copy fee, with a delivery/pickup fee, will be at the rate which the duplication company charges. Upon receipt of payment, the documents will be reproduced. Pickup will be at Village Hall. Cash or check is acceptable. Checks may be made out to Village of Williamsville.

To facilitate the search for requested records and avoid unnecessary delay, please make your description as concise as possible, including subject, dates, names, addresses, etc.

Complete below. Use back for additional items.

1. _____
2. _____
3. _____
4. _____

Name: _____	Phone: _____
Print	
Address: _____	
Print	
Signature: _____	E-mail: _____

OFFICE USE ONLY				
Date: _____	Clerk: _____	# Copies: _____	Copy Fee: _____	Receipt #: _____