

REQUEST FOR ACCESS TO RECORDS

TO:

**RECORDS ACCESS OFFICER
Incorporated Village of Sea Cliff
300 Sea Cliff Avenue
Sea Cliff, N. Y.11579**

☐ **I HEREBY APPLY TO HAVE COPIES MADE OF THE FOLLOWING
RECORDS:**

☐ **I HEREBY APPLY TO INSPECT THE FOLLOWING RECORDS:**

RECORDS DESCRIPTION OR PROPERTY ADDRESS:

Print Name: _____

Date: _____

Signature: _____

Tel# _____

Representing: _____

Fax# _____

Email: _____

Mailing Address: _____

DOCUMENTS MADE AVAILABLE AS REQUESTED (For office use)

Signature: _____ **Date:** _____

Number of pages @ .25 cents _____ **Total:** _____

Payment or Receipt# _____