



Camden Village Police Department

Freedom of Information

Request for Records Application (FOIL)

All requests must be made in writing. This form may assist you in structuring your request. Please complete the form and return by mail or in person to the following addresses below:

Mail

Camden Village Police Department
Attn: Records Access Officer
57 Main Street
Camden, NY 13316

In person

Camden Village Police Department
Attn: Records Access Officer
30 Fayette Street
Camden, NY 13316

Within five (5) business days this agency will respond to your request for records with a written acknowledgement of receipt and a statement of the approximate date when such request will be granted or denied. Please be advised that if your request for records is granted there will be a \$10.00 fee for each record requested. This fee can be paid via cash or money order payable to the Village of Camden. All fees can be paid at the village office building, 57 Main Street, Camden, NY 13316 between the hours of 9am and 4pm Monday through Friday. Upon providing receipt of payment, you will be issued your requested report.

Requestor Information (Required)			Date:	
Name:				
Mailing Address:		City:	State:	Zip Code:
Party You Represent:				
Your Firm/Organization Name & Address:			Telephone Number:	

Identify or describe government record sought with sufficient specificity to enable the Camden Village Police Department to ascertain and locate the record. Please fill in known or applicable information.

Record Information			
Type of Government Record Sought:			
Incident Number:	Incident Type:	Incident Date/Time:	Incident Location:
Name(s) and Date(s) of Birth of Individual(s) Involved:			
Other Descriptive Information of Record Sought:			
How would you like to receive your record (Pick up in person, Mail, Fax; Please Provide Number):			

Administrative: Request Received ___/___/___ Payment Received ___/___/___ Approved ☐ Denied ☐
Reason Denied: _____

Mailed ☐ Faxed ☐ Physically Served ☐
Officer Completing: _____

Date ___/___/___
Person Receiving: _____