

Town Supervisor
Kevin J. Tollisen

Town Board
Jeremy Connors
Paul Hotaling
John Wasielewski
Eric Catricala



TOWN of HALFMOON

Lynda A. Bryan, Town Clerk
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HALFMOON, NY 12065
COUNTY OF SARATOGA
(518) 371-7410 ext. 2233
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FOIL APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: RECORDS ACCESS OFFICER

DATE: _____ **(Office Use / Forwarded to _____)**

APPLICANT/COMPANY NAME: _____

CONTACT INFORMATION

EMAIL ADDRESS: _____

PHONE #: _____ **FAX#:** _____

ADDRESS OF PROPERTY BEING FOILED: _____

I wish to obtain copies or inspect the following record(s): (PLEASE IDENTIFY & BE AS SPECIFIC AS POSSIBLE)

FOIL Requests will be answered within five (5) business days of receipt. should an extension become necessary, there will be notification to the contact information listed on the original request.

SIGNATURE: _____

TO: APPLICANT

APPROVED: _____ **(You may see and/or copy (this/these) records(s) as follows:**

DATE: _____ **TIME:** _____ **PLACE:** _____

NUMBER OF PHOTOCOPIES _____ **CHARGE** _____

DENIED (REASON): _____