



COUNTY OF NASSAU  
OFFICE OF THE COUNTY TREASURER  
240 OLD COUNTRY ROAD  
MINEOLA, NEW YORK 11501-4248

To all F.O.I.L. form users:

Please fill in and sign the Certification letter and remit along with your filled in F.O.I.L. form.

Information requests will not be processed by our office without it.

Please call the number below if you have any questions.

Thank you.

**F.O.I.L.  
COUNTY OF NASSAU  
APPLICATION FOR PUBLIC ACCESS TO  
RECORDS**

Date: \_\_\_\_\_

RECORDS ACCESS OFFICER

COUNTY TREASURER \_\_\_\_\_  
Name of Agency

Address: **240 Old Country Rd., Mineola, New York 11501**

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORDS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name (PLEASE PRINT)

Pending Litigation: Yes  No

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Title of Case (PLEASE PRINT)

\_\_\_\_\_  
REPRESENTING (Business Name)

\_\_\_\_\_  
Date of Incident

MAILING ADDRESS \_\_\_\_\_

\_\_\_\_\_  
Person or Firm your Office Represents

PHONE NO \_\_\_\_\_

\_\_\_\_\_  
Address

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FOR AGENCY USE ONLY

APPROVED; \_\_\_\_\_

DENIED: (for the following reason(s) below)

- \_\_\_\_\_ Confidential disclosure Part of Investigatory files
- \_\_\_\_\_ Unwarranted Invasion Of Personal Privacy
- \_\_\_\_\_ Record of Which This Agency is Legal Custodian Cannot Be Found
- \_\_\_\_\_ Record is not Maintained by this Agency
- \_\_\_\_\_ Exempted by Statute Other Than the Freedom of Information Act
- \_\_\_\_\_ Other (specify) \_\_\_\_\_

\_\_\_\_\_  
Signature Title Date

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COPIES REQUESTED:

Yes \_\_\_\_\_ No \_\_\_\_\_

Number of pages: \_\_\_\_\_  
Cost to Public \$ \_\_\_\_\_

If different from \$.25 per page, description of document:

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NOTICE: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE RECORDS APPEALS OFFICER: **JOHN CIAMPOLI**, OFFICE OF THE COUNTY ATTORNEY, ONE WEST STREET, MINEOLA, NEW YORK 11501, WHO MUST FULLY EXPLAIN HIS REASONS FOR SUCH DENIAL IN WRITING TEN DAYS AFTER RECEIPT OF AN APPEAL.

I HEREBY APPEAL: \_\_\_\_\_  
Signature Date

[name and address]

[date].....

.....  
.....  
.....  
.....

**Re: Freedom of Information Request**

Dear Nassau County Treasurer:

Under the recent changes to the Freedom of Information Law, Agencies are permitted to require persons requesting lists of names and/or addresses to provide a written certification that they will not use such lists for solicitation or fund-raising purposes, and will not make the lists available to any other person for the purpose of allowing the other person to use the lists for solicitation or fund-raising purposes. I am certifying that I will not use such lists for solicitation or fund-raising purposes, and will not make the lists available to any other person for the purpose of allowing the other person to use the lists for solicitation or fund-raising purposes.

I understand that once the Treasurer's Office receives this certification and the FOIL request form, the requested documents will be available within twenty (20) business days.

Very truly yours,

[sign] .....

[name].....

[title] .....