

COUNTY OF ROCKLAND

**FREEDOM OF INFORMATION LAW
MAIL-IN APPLICATION FOR PUBLIC ACCESS TO RECORDS**

TO: Records Access Officer
County of Rockland
Department of _____ *[RAO: Please insert Department name and address.]*

I hereby apply to inspect the following record(s):

Medium Requested: *[Please check appropriate box.]*

- Paper Records
 Electronic Records

Records To Be Delivered as Follows: *[Please check appropriate box.]*

- Via Mail
 Via Fax
 Via E-mail

Signature

Date

Print Name

Telephone No.

Representative of

Facsimile No.

Mailing Address

E-mail Address

INSTRUCTIONS: Please mail to the address listed above. Note that you also can submit a FOIL request online at <https://rocklandgov.com/>.

FEES FOR RECORDS: Please note that if paper copies are requested, payment of a fee of \$0.25 per photocopy will be charged. If electronic records are requested, you may be charged for the cost of the medium requested (e.g., CD). In addition, in either case, if at least two (2) hours will be spent preparing the record (e.g., copying, scanning, redacting, etc.), you will be charged a separate fee. Please make your check payable to: Commissioner of Finance.