

CITY OF NEWBURGH  
FREEDOM OF INFORMATION LAW  
REQUEST FORM

**This form is to be used by all persons making a request for information and/or records from the City of Newburgh pursuant to the New York State Freedom of Information Law (Public Officers Law Article 6)**

\_\_\_\_\_  
Name of Person making request

\_\_\_\_\_  
Date

\_\_\_\_\_  
If on behalf of an organization,  
Name of Organization

\_\_\_\_\_  
Mailing Address, Telephone  
Number & E-Mail Address  
to whom requested materials  
are to be sent

\_\_\_\_\_  
Information Requested  
If property info include Tax Map # (S/B/L)  
(Requests shall not be denied based  
upon any reason for the request)

1. The statutory fee which the City will charge for the production of records is: .25¢ per 8 1/2" x 11" photocopied page; and/or the actual cost of reproduction of certain other materials and records.
2. If the amount of materials requested would result in a significant fee to be charged, the City of Newburgh will notify the requestor of this fact. The requestor may make an appointment to come to the City offices and inspect the records at no charge, and request copies of only such records as may be desired, as a means of limiting the cost.
3. All requests will be acknowledged within five (5) business days. The production of certain records may require additional time.
4. The Freedom of Information Officer for the City of Newburgh is the City Clerk. The Freedom of Information Law Appeals Officer for the City of Newburgh is the Corporation Counsel.

**Return to: City Clerk  
City Hall, 83 Broadway, Newburgh, N.Y. 12550  
(845) 569-7311  
FAX (845) 569-7314  
(not accepted by email at this time)**