# Harriman Police Department

Patrick Tenaglia
Chief of Police

1 Church St
Harriman, NY 10926
Main: (845) 782-6644-Fax: (845) 782-7735
chief@villageofharriman.org

# Foil Request Form

## For persons seeking existing records

All Freedom of Information Law Requests must be made in writing. Please complete this form and present it to the desk officer or mail to:

Harriman Police Department
1 Church Street
Harriman, NY 10926
Attn: Chief of Police

Within five business days this agency will respond to your request for records with a written acknowledgement of the receipt of such request and a statement of approximate date, which shall be reasonable under the circumstances of the request, when such request will be granted or denied. There will be a fee of $.25 per page payable by certified check or money order made out to the Harriman Police Department.

**Requestor information:**
Name_____ Date _____ Contact telephone # _____

Mailing Address _____

Your Firm/Organization _____Your contact telephone # _____

Party You Represent _____

Your request should identify or describe the records sought with sufficient specificity to enable us to ascertain and locate the records being requested. Please fill in **all known or applicable** information.

Incident/Case Number: _____ Type of Incident: _____

Date and Time of Incident: _____ Location of Incident: _____

Name of Individual(s) involved: _____

Description of records sought: _____

_____

_____

Date Received: _____ Received by: _____ Title: _____
By (walk in, mail, fax)

**Records accessible under FOIL are made available to any person without regard to status or interests**