

# WARWICK POLICE DEPARTMENT

Warwick Town Hall \* 132 Kings Highway  
Warwick, NY 10990

## F.O.I.L. REQUEST

(Please Print Clearly)

FROM: Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Representing: \_\_\_\_\_

DATE: \_\_\_\_\_

I Request Inspection of the Following Record(s):

TYPE OF REPORT (Accident, Arrest, Incident, Etc.): \_\_\_\_\_

REPORT NUMBER: \_\_\_\_\_

DATE AND TIME OF INCIDENT: \_\_\_\_\_

LOCATION OF INCIDENT: \_\_\_\_\_

NAME(S) OF ALL PARTIES INVOLVED IN THE INCIDENT \_\_\_\_\_

FURTHER INFORMATION: \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

**PLEASE READ CAREFULLY:** Be advised that your request for information will be reviewed and completed as soon as possible. The Department will make every effort to review your request within five working days. Depending on the type of request, reason for the request and the nature of the information requested it may be necessary to forward this request to another office for review. Thank you for your cooperation.

**NOTE:** You must pick up your information in person due to the fact that there is a \$.25 charge per photocopy (if applicable) payable at the time you pick up your copies you will be responsible for the cost of development of any photographs, video tapes etc. (if requested), and for any additional charges for processing necessities.

| FOR AGENCY USE ONLY               |  |
|-----------------------------------|--|
| <input type="checkbox"/> APPROVED | <input type="checkbox"/> DENIED (CHECK REASON BELOW):                                    |
|                                   | <input type="checkbox"/> CONFIDENTIAL DISCLOSURE, PART OF AN ONGOING INVESTIGATION       |
|                                   | <input type="checkbox"/> UNWARRANTED INVASION OF PRIVACY                                 |
|                                   | <input type="checkbox"/> RECORD COULD NOT BE LOCATED WITH THE INFORMATION PROVIDED ABOVE |
|                                   | <input type="checkbox"/> RECORD OF WHICH THIS AGENCY IS LEGAL CUSTODIAN CAN NOT BE FOUND |
|                                   | <input type="checkbox"/> RECORD IS NOT MAINTAINED BY THIS AGENCY                         |
|                                   | <input type="checkbox"/> EXEMPTED BY STATUTE OTHER THAN THE FREEDOM OF INFORMATION ACT   |
|                                   | <input type="checkbox"/> OTHER (SPECIFY):  |

ORIGINAL REQUEST RECEIVED BY: \_\_\_\_\_ NAME/TITLE \_\_\_\_\_ DATE \_\_\_\_\_