

APPLICATION FOR PUBLIC ACCESS TO RECORDS SUFFOLK COUNTY

Department of Health Services

INSTRUCTIONS TO APPLICANT: Please complete Section I of this form. Do not leave any areas blank. You can also use the print button to create a hard copy and submit the signed form to the Freedom of Information Officer.

Date of Application: _____
Applicant Represents: _____
Applicant's Name: _____
Applicant's Address: _____
Applicant's Phone: _____ Applicant's Email: _____
Applicants Signature: _____

Describe the record sought and include a complete tax map number (District, Section, Block & Lot in the proper format). If possible supply date(s), a file title, file reference number, the physical address and any other information that will help locate the record desired.

SECTION I –

I HEREBY APPLY TO:

- Inspect the following record
- Receive a copy of the following document(s)

Please send to:

Acting Freedom of Information officer
Agency Name:
Address:

Angela Mastronardo
Suffolk County Department of Health Services
225 Rabro Drive East, Hauppauge, NY 11788
Fax # 631-853-2927

SECTION II - For use by Freedom of Information Officer (or designee) only

- Approved. Call to arrange an appointment to inspect the requested record.
Contact Person: _____ Phone: _____
- Records not possessed or maintained by this agency.
- Records cannot be found after diligent search.
- Denied. Reason for denial: _____
- Document(s) enclosed as requested.
- Receipt of this request is acknowledged. There will be a delay in supplying the requested record until payment of reproduction fee \$ _____
- Other: _____

Signature: _____ Title: _____ Date: _____

Section III - Notice to applicant

You have the right to appeal a denial of this application in writing to the Office of the County Attorney within 30 days of the denial. Information as to the person to contact is shown below. The contacted person must respond to you in writing within ten business days of receipt of your appeal.

Suffolk County Attorney
H. Lee Dennison Bld. 6th floor
Veterans Memorial Highway
Hauppauge, NY 11788

Business Telephone: (631) 853-4049
Tracking Number:
(Assigned by Agency)

Tracking Number: _____