

Village of Bath Police Department

Freedom of Information (FOIL) Request Form

**INSTRUCTIONS**

- All requests must be made in writing. Please use this form to assist you in structuring your request
- Within five (5) business days this agency will respond to your request for records with a written acknowledgment of receipt, and a statement of the approximate time frame required to respond to your request
- All applicable fees must be collected before any legally releasable record(s) are provided. Cost is .25 per page and body camera footage is a \$200 deposit and is sent to a private company for redaction. Cost typically runs more and once we receive the official redaction estimate the rest must be paid prior to the company starting the work.
- Submit completed form by email or mail to:

**Email Address:**

pingraham@villageofbath.org

\*For email submission, save this completed form locally to your computer and attach the saved copy to your email\*

**Mailing Address:**

Village of Bath Police Dept.

110 Liberty St.  
Bath, NY 14810

**Requestor Information** (Required)

<b>Date</b> (mm/dd/yyyy)		<b>Name</b> (Last, First, MI)	<b>Suffix</b>	<b>Phone #</b>
<b>Mailing Address</b>		<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Person You Represent</b> (Last, First, MI)				
<b>Your Firm/Organization Name</b> (if applicable)				<b>Phone #</b>
<b>Firm/Organization Address</b>		<b>City</b>	<b>State</b>	<b>Zip</b>

**Record Information**

<b>Incident #</b>	<b>Incident Type</b>	<b>Incident Date</b> (mm/dd/yyyy)	<b>Incident Time</b> (am/pm)
<b>Incident Location</b>			
<b>Name of Involved Individual(s)</b> (Last, First, MI)		<b>DOB</b> (mm/dd/yyyy)	

**Briefly Provide other descriptive information on records sought:**

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