

WESTCHESTER COUNTY DEPARTMENT OF PUBLIC SAFETY

SAW MILL RIVER PARKWAY
HAWTHORNE, NEW YORK 10532

APPLICATION TO INSPECT A WESTCHESTER COUNTY DEPARTMENT PUBLIC SAFETY RECORD

DATE OF REQUEST: _____ **TIME OF REQUEST:** _____

I WISH TO INSPECT THE FOLLOWING RECORD(S) NOW ON FILE WITH THE WESTCHESTER COUNTY DEPARTMENT OF PUBLIC SAFETY:

TITLE OF RECORD: ARREST BLOTTER: _____
DESK BLOTTER: _____
EVENT/INCIDENT: _____
OTHER (specify) _____

DATE RECORD WAS MADE: _____

OTHER PERTINENT INFORMATION:

I UNDERSTAND THAT MY ACCESS TO, AND INSPECTION OF THIS RECORD MAY NOT INTERFERE WITH THE NORMAL OPERATION OF THE DEPARTMENT AND THAT THESE RECORDS MAY NOT BE TAKEN FROM THE DEPARTMENT.

I REQUEST THAT:

- a). *I be afforded facilities in the department to make copies myself, with my own equipment, or pay a fee of up to twenty-five cents (\$.25) per copy if your equipment is used to make said copies.*
- b). *Copies of the record be certified.*
- c). *In the event the requested record cannot be located, I be furnished a certified statement to that effect.*

NAME: _____

ADDRESS: _____
Street Name/Post Office Box

City/Town State Zip

TELEPHONE: HOME: (_____) _____

BUSINESS: (_____) _____

NOTE: RECORDS MAY BE INSPECTED ON ALL REGUALR BUSINESS DAYS:

Monday thru Friday from: 8:30 a.m. to 12:00 p.m. (noon)

1:30 p.m. to 4:30 p.m.

Incident Clerk

(914) 864-7678

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APPLICATION TO INSPECT A WESTCHESTER COUNTY DEPARTMENT OF PUBLIC SAFETY RECORD

APPROVED: ()

DENIED: ()

SIGNED: _____
PUBLIC ACCESS RECORDS OFFICER

IF THIS REQUEST IS DENIED YOU MAY APPEAL BY FURNISHING A COPY OF THIS OR OTHER REQUEST AND DENIAL WITHIN 10 DAYS TO:

**WESTCHESTER COUNTY ATTORNEY'S OFFICE
ROOM 600, MICHAELIAN OFFICE BUILDING
148 MARTINE AVENUE
WHITE PLAINS, NEW YORK 10601**

THE COUNTY ATTORNEY WILL REVIEW YOUR REQUEST AND NOTIFY YOU IN WRITING WITHIN SEVEN (7) DAYS OF RECEIPT OF YOUR APPEAL OF HIS DECISION TO AFFIRM, MODIFY OR DENY YOUR REQUEST TOGETHER WITH THE REASONS THEREFORE.

THE PROVISIONS OF THIS APPLICATION SHALL BECOME EFFECTIVE ON DECEMBER 1, 1986.

Approval shall entitle the person named, or another authorized representative (if private nature is involved) to inspect the records and shall be good until 4:30 PM on the day used.

Representative must have *notarized authorization from the person named* if the information is of a private nature.

NOTE: Requests to inspect or to obtain a copy of records in the custody of this Department *must be submitted in writing* either in person or by mail.
