

**New York State Police
Freedom of Information Law Request for Records**

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 acknowledgement 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. Refer to our website for more information. https://www.troopers.ny.gov/FAQs/Request_Government_Records/
- Submit completed form by email or mail to:

Email Address:

foilunit@troopers.ny.gov

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

Mailing Address:

New York State Police

Attn: Records Access Officer

1220 Washington Avenue, Bldg. 22

Albany, New York 12226-2252

- This form is not intended for use as an appeal. Refer to the above link for more information.

Requestor Information (Required)

| | | | | |
|---|---------------------------------------|-------------------------------------|---------------|--|
| Date: | Email Address (If available): | Telephone Number: | | |
| Prefix: | First Name and Middle Initial: | Last Name: | | Suffix: |
| Mailing Address: | | City: | State: | Zip Code: |
| Person You Represent: | | | | |
| Your Firm / Organization Name (If applicable): | | Firm / Organization Address: | | Firm / Organization Telephone Number: |

Record Information

Identify or describe the government record(s) sought with detailed information to assist this agency in locating the record(s).

| | | | |
|---|------------------------------|---------------------------|--|
| Type of Government Record(s) Sought: | | | Incident Number (If available): |
| Incident Type: | Incident Date / Time: | Incident Location: | |
| Name(s) and Date(s) of Birth of Individual(s) Involved: | | | |
| Briefly Provide Other Descriptive Information on Record(s) Sought: | | | |

Additional Information (if necessary)

A large empty rectangular box with a black border, intended for providing additional information.