



**CITY OF AMSTERDAM**  
**OFFICE OF THE CITY CLERK**  
City Hall, 61 Church Street  
Amsterdam, NY 12010  
518-841-4305 / 4313 / 4362  
\*\*\*\*\*FAX TO: 518-842-6802\*\*\*\*\*

**REQUEST FOR INFORMATION FORM**

(Please PRINT clearly or TYPE information)

**Person/Firm Requesting FOIL**

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(Street) (City) (State) (ZIP)

**DETAILED DESCRIPTION OF REQUESTED RECORDS**

PROPERTY ADDRESS: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

- CODE VIOLATIONS       PERMITS       TAX INFORMATION       REGISTERED AGENT
- ZONING COMPLIANCE LETTER (Certificate of Occupancy is NOT provided on existing buildings – only NEW buildings or additions)
- POLICE INCIDENT REPORT (provide *brief description* of incident below, date, time, location, individuals, etc.)

**OTHER PLEASE SPECIFY (PLEASE BE AS SPECIFIC AS POSSIBLE):**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE OF PERSON REQUESTING INFORMATION / TITLE**      **DATE**

**By submitting this form, I hereby agree to pay fees associated with the submitted request.**  
According to 16 NYCRR §6-1.2, unless otherwise prescribed by statute, photocopies of official documents (public records) will be furnished in accordance with the following pricing schedule:  
(a) The fee for duplication of records from original 8 ½ " x 11" and 8 ½" x 15" shall be **25 cents per page**.  
(b) The fee for special reproductions such as photocopies of large items, copies of microfilmed records, etc., shall be based upon the average unit cost of copying a record, excluding fixed costs of the Department, such as operator salaries overhead. (c) The fee for duplication of records onto a CD shall be \$5 per CD.  
**State Finance Law Section 18(4)** of the State Finance Law authorizes charging interest on the outstanding balance of debt and a \$10 late fee (on invoices 60 days past due). Subdivision 5 of that section authorizes a collection fee that may not exceed 22 percent (on invoices 90 days past due). Section 19 of the State Finance Law authorizes a charge for returned checks.

**\*\*IF YOU ARE REQUESTING A MOTOR VEHICLE ACCIDENT REPORT, WE RECOMMEND VISITING: [Crashdocs.org](http://Crashdocs.org)\*\***  
**Auto Accident reports must submit the separate "FOIL REQUEST FOR ACCIDENT REPORT FORM"**