

**APPLICATION FOR PUBLIC ACCESS TO RECORDS**

To: RECORDS ACCESS OFFICER

Agency: New York State Police  
1220 Washington Avenue, Building 22  
Albany, New York 12226-2252

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORDS: all records pertaining to me in the possession or under the control of the New York State Police, since January 1, 2013, including, but not limited to, those relating to any reports under Mental Hygiene Law §9.46 made through or stored within the Integrated SAFE Act Reporting System, e-Justice, NYS Police "hotline," or other means of reporting and database storage and management.

I HEREBY REQUEST COPIES OF THE FOLLOWING RECORDS AT \$.25 PER PAGE: all records, without limitation, which satisfy the above request for information.

Dated: \_\_\_\_\_, 2015  
(month) (day)

Signature: \_\_\_\_\_

PRINTED NAME IN ALL CAPS: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: New York Zip: \_\_\_\_\_

County: \_\_\_\_\_

Telephone number (optional): \_\_\_\_\_

**NOTICE:**

The use of the term "records" in this Freedom of Information Law request is a legal term, defined in Public Officers Law §86(4), "any information kept, held, filed, produced or reproduced by, with or for an agency or the state legislature, in any physical form whatsoever including, but not limited to, reports, statements, examinations, memoranda, opinions, folders, files, books, manuals, pamphlets, forms, papers, designs, drawings, maps, photos, letters, microfilms, computer tapes or discs, rules, regulations or codes."



## INSTRUCTIONS

1. Print out the FOIL form. If you can, please print your FOIL on bright yellow paper to emphasize your participation in our statewide FOIL campaign.
2. Fill in the date, sign the form, fill in your name and your address. Please print as neatly as possible to avoid a legibility challenge or create a delay in responding to your request.
3. You have two options on how to submit the form. You can submit it directly to the NYS Police at the address listed on the FOIL. We are asking, instead, that you submit it to SCOPE to be part of a mass submission and press conference that will be held in Albany on the steps of the Capitol on Tuesday, June 9, 2015 at 1:00 p.m. Here is the SCOPE mailing address:

SCOPE

Attention: Stop the Secrecy!

8316 Irish Road

Colden, NY 14033

(By writing “Stop the Secrecy!” on the envelope, you help to raise awareness all across the state as your FOIL travels to us.)

4. Within five (5) days after your FOIL is received at the NYS Police, a letter will be generated by them and sent to you, acknowledging receipt. Please keep this letter and send a copy of it to SCOPE. You can also e-mail us a .pdf to [StopTheSecrecy@SCOPEny.com](mailto:StopTheSecrecy@SCOPEny.com). Or you can fax us a copy at (716) 941-5523.
5. We anticipate a significant number of these FOILs will be submitted and that the NYS Police may request an extension of time to respond to individual requests.
6. It is not uncommon for people to call an agency to inquire into the status of a pending FOIL request. We ask that you do so on the first Monday of each month, until you receive your response. Be sure also to politely demand the NYS Police to “Stop the Secrecy!” The number to call is (518) 464-7100
7. Please continue to stay in touch with SCOPE and to watch our website, Facebook, and Twitter for updates. Let us know when – and if – you get a response. We are considering various legal options, and will likely be asking FOILers to join us as plaintiffs to demand release of the information through a lawsuit. Let us know if you’d like to participate.