



TOWN OF YORKTOWN TOWN CLERK

363 Underhill Avenue, Yorktown Heights, New York 10598
Phone (914) 962-5722 x209, Email: townclerk@yorktownny.org

APPLICATION FOR PUBLIC ACCESS TO RECORDS

Please print clearly

Name: _____ Date: _____

Company (if applicable): _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Email: _____

RECORDS REQUEST

Fully describe the records you are requesting. A complete and detailed description of the records you are requesting is necessary to accurately respond to your request. **If researching a property, you MUST include the Section, Block & Lot number(s).**

The document(s) are in the following Department(s): _____

I hereby apply to inspect/obtain the following record(s):

Signature

Date

An acknowledgement of your request will be sent to you within five (5) days of your request. Our departments will have up to twenty (20) days to research and provide the requested documents.

There is a twenty-five cents (\$.25) per page charge for each regular size (8 ½ x 11) public document copied. There will be additional charges for larger size documents, maps, tapes, disks, etc.

Signature

Date