



250 Broadway, 29<sup>th</sup> Floor  
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Phone: (212) 386-0009

## Archive Request Form

Case files for applications decided by the Board are stored off-site and can be requested through one of two ways:

1. Provide the required information below, and e-mail to: [records@bsa.nyc.gov](mailto:records@bsa.nyc.gov); or
2. Submit this form in person at the Board office, 250 Broadway, 29<sup>th</sup> Floor, during office hours (9am and 5pm).

Note: A **\$50.00** fee is required to request each off-site case file, via check or money order payable to: **The Board of Standards and Appeals**. You must know the BSA calendar number to request the case file. **This form is only to order a case file, not to do a property search.** If you do not know the calendar number, please contact one of the Records Specialist at (212) 386-0009.

### BSA Case File Information

BSA Calendar Number:

Borough:

Block

Lot(s)

### Contact Information

First Name:

Last Name:

Company:

Phone:

E-mail: