



**FREEDOM OF INFORMATION LAW (FOIL) Request Form**

**Overview of FOIL Process:**

1. OATH will log your request in the Open Records Portal, found at [www.nyc.gov/openrecords](http://www.nyc.gov/openrecords).
2. OATH will acknowledge your request within five business days of receipt either by mail or email from the Open Records Portal. The acknowledgment will contain the number of days OATH will need to complete the request.
3. The actual time to complete a request depends on factors, such as the number of records requested and the difficulty involved in locating and reviewing the records.
4. You will receive an email or letter from OATH either granting or denying your request. If your request is denied, you have the right to appeal the denial of your request.

**Information About the Person Making the Request**

Date of Request: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Role/Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Email address\*: \_\_\_\_\_

Mailing address: \_\_\_\_\_ City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

*\*You will not have to pay for the cost of copying the records if you provide an email address so that OATH can send records electronically. If you do not provide an email address, the cost of duplication is \$0.25 per page and \$0.63 per disk.*

**Requested Documents**

Use the space below to describe what is being requested. Requestors should provide detailed and specific information to help OATH locate the records you are requesting. (e.g. summons number, date range, types of documents you are requesting).

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