



NEW YORK CITY ENVIRONMENTAL PROTECTION

FOIL Request Form

Please complete the form below and send it either by mail to: Records Access Officer at NYCDEP, 59-17 Junction Blvd., 19th Fl., Flushing, NY 11373; or fax: 718-595-6543; or email: FOIL2@dep.nyc.gov.

If responsive records are located, you will be notified and informed of the required payment. Advance payment is required in check or money order payable to the NYC DEP at a cost of \$.25 per page, or actual cost of reproduction before documents will be released.

1. Check one: Under Article 6 of the New York State Public Officers Law ("FOIL"), I hereby apply to:
 Inspect copies; or Receive copies of the following records.
2. Specify/Describe the records you are requesting in detail. Include any relevant location, address, permit #, complaint #, court index #, incident date, etc. If applicable, please submit separate requests for multiple locations, account #'s or incidents. **Attach additional sheets as needed.**

3. Location: (If possible, list full street address, including borough)

4. Time frame/Date of Records: _____
5. Requestor's Name: _____ Email: _____
Entity/Firm: _____ Phone: _____
Address: _____
Signature _____ Date: _____

Please be advised that your request is important to us and will be processed as expeditiously as possible. However, because of the volume of requests received by the NYC DEP, your acknowledgement letter may be delayed. A denial, in whole or in part, may be appealed within 30 days of the determination by writing to the NYC DEP FOIL Appeals Officer, at 59-17 Junction Blvd., 19th Fl., Flushing, NY 11373