



Dolgeville Police Department

41 North Main St., Dolgeville, NY 13329
(315) 429-8231 fax: (315) 429-9409

Request for police report under Freedom of Information Law (FOIL)

1. Complete this form either on computer or by hand. All information is required.
2. Submit this form to Village Hall with a \$5.00 deposit. Reports are \$.25 per page.
 - a. The difference will be returned
3. A record search will be conducted within a reasonable amount of time.
 - a. It takes time to search records based on complexity.
 - b. The normal turn-around time is under 5 business days.
4. If your request is approved, you will be notified by phone.
 - a. You will be able to retrieve the records and your change from the village Clerk.
 - b. You must provide a picture ID to retrieve the report(s).
5. If your request is denied for any reason you will be notified by mail of the reason.

Your Name:	Your Address:	Phone Number:
Incident Report <input type="checkbox"/>	Type of Incident or Complaint #:	Date of Incident:
Accident Report <input type="checkbox"/>		
Name(s) on the Report:	Location of incident/complaint:	Reason for Request: Insurance <input type="checkbox"/> Court/Attorney <input type="checkbox"/> Employer <input type="checkbox"/> Personal Record <input type="checkbox"/> Other:
Brief Description of incident/complaint:		
Your Signature and Todays Date:		

The copy of the requested document(s) is attached to this letter with this letter.

Your request has been denied in whole or in part based on the following reason:

- This incident is still being investigated. Re-apply in 30 days.
- This incident is still awaiting prosecution. Re-apply in 30 days.
- Information contained therein involves juveniles.
- Information contained therein involves a victim of a sex offense.
- Information contained therein involves confidential informants.
- Information contained therein involves law enforcement sensitive information.
- Release of information would constitute an unwarranted invasion of personal property.
- Records requested cannot be located based on description.
- Record not maintained at this agency.
- Other _____

Robert A. Thomas, III
Chief of Police