



**TOWN OF CARMEL  
APPLICATION FOR PUBLIC ACCESS TO RECORDS**

Ann Garris, Records Access Officer  
Town Hall - 60 McAlpin Avenue  
Mahopac, NY 10541  
845.628.1500

I hereby apply to inspect the following record:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I guarantee that any list of names and addresses received will not be used for commercial or fundraising purposes.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street Address

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

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Representing

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Email address

**FOR AGENCY USE ONLY**

- APPROVED
- DENIED
- OTHER \_\_\_\_\_

- Record of which this agency is legal custodian cannot be found or does not exist.
- Record is not maintained by this agency.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Responded

\_\_\_\_\_  
Date Viewed / Mailed / Picked Up

\_\_\_\_\_  
Cost & Receipt No.

**NOTICE:** You have a right to appeal a denial of this application to the head of this agency who must fully explain his/her reasons for such denial in writing within seven days of receipt of an appeal.

I HEREBY APPEAL:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature