



TOWN OF YORKTOWN TOWN CLERK

363 Underhill Avenue, Yorktown Heights, New York 10598
Phone (914) 962-5722 x209, Email: townclerk@yorktownny.org

APPLICATION FOR PUBLIC ACCESS TO RECORDS

Please print clearly

Name: _____ Date: _____

Company (if applicable): _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Email: _____

RECORDS REQUEST

Fully describe the records you are requesting. A complete and detailed description of the records you are requesting is necessary to accurately respond to your request. **If researching a property, you MUST include the Section, Block & Lot number(s).**

The document(s) are in the following Department(s): _____

I hereby apply to inspect/obtain the following record(s):

Signature

Date

An acknowledgement of your request will be sent to you within five (5) days of your request. Our departments will have up to twenty (20) days to research and provide the requested documents. There is a twenty-five cents (\$.25) per page charge for each regular size (8 ½ x 11) public document copied. There will be additional charges for larger size documents, maps, tapes, disks, etc.

Signature

Date

Diana L. Quast, Town Clerk
dquast@yorktownny.org



Registrar of Vital Statistics
Telephone: (914) 962-5722 x 208
Fax: (914) 962 6591

TOWN OF YORKTOWN
363 Underhill Avenue, P.O. Box 703
Yorktown Heights, NY 10598

SOLICITATION OR FUNDRAISING PURPOSES CERTIFICATION AND AFFIRMATION

I, _____, hereby certify that in accordance with Public Officers Law §87(2)(b), §89(2)(b)(iii), the record of the names and addresses that I receive will not be used for solicitation or fund-raising purposes and I will not sell, give or otherwise make available such lists of names and addresses to any other person for the purpose of allowing that person to use such lists of names and addresses for solicitation or fund-raising purposes.