



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

**Ann Spofford, 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 - In whole or in part
Reason for denial _____
- The Town of Carmel is not the custodian for such record(s).
- Record(s) of which the Town of Carmel is a custodian cannot be found after diligent search.

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 Kenneth Schmitt, Supervisor of the Town of Carmel, Town Hall, 60 McAlpin Avenue, Mahopac, New York 10541 (845.628.1500) within thirty (30) days from the receipt of denial of access.

I HEREBY APPEAL:

Signature

Date