

# TOWN OF BETHLEHEM

Albany County - New York

## OFFICE OF TOWN CLERK

Registrar of Vital Statistics District No.151

445 DELAWARE AVENUE  
DELMAR, NEW YORK 12054

(518) 439-4955 x 1183

Fax: (518) 439-1699

Email: nmoquin@townofbethlehem.org



Sam Messina  
Town Supervisor

Nanci Moquin  
Town Clerk  
Records Management Officer

### APPLICATION FOR PUBLIC ACCESS TO TOWN OF BETHLEHEM RECORDS

Note: Please Print When Completing This Form

Date: \_\_\_\_\_

Submitted To: Town of Bethlehem Records Management Officer

Submitted By: \_\_\_\_\_

Name \_\_\_\_\_

Representing \_\_\_\_\_

Mailing Address Including City, State & Zip \_\_\_\_\_

Email Address \_\_\_\_\_

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

Signature \_\_\_\_\_

I hereby apply to inspect the following records: *(please use other side if additional space is needed)*

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

or

I hereby apply for copies of the following records at a cost of .25 cents per page:

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

**For Office Use Only: Each Department Selected Below Is Required To Respond To This FOIL Request --VIA the Records Management Officer -- Within 5 Days**

- |                 |                 |                |                    |                  |                  |
|-----------------|-----------------|----------------|--------------------|------------------|------------------|
| ___ Assessor    | ___ DEDP        | ___ Highway    | ___ Parks          | ___ Public Works | ___ Town Board   |
| ___ Building    | ___ DPC         | ___ Human Res. | ___ Planning Board | ___ Seniors      | ___ Town Clerk   |
| ___ Comptroller | ___ Engineering | ___ Justice    | ___ Planning Dept. | ___ Supervisor   | ___ Zoning Board |
| ___ Court       | ___ GIS         | ___ MIS        | ___ Police         | ___ Tax          | _____            |

Number of Copies: \_\_\_\_\_ Amount Due: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Completed By: \_\_\_\_\_

