

New York State Department of Environmental Conservation  
**APPLICATION FOR ACCESS TO RECORDS**  
Pursuant to New York State Freedom of Information Law (FOIL)

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Please complete all applicable fields

**Records Requested**

Whenever possible, please provide specific facility name(s), owner(s), address(es), permit/spill/PBS/incident number(s).

**Time Period for Records Sought**

From \_\_\_\_\_ To: \_\_\_\_\_ Not Applicable:

**Requestor Contact Information**

Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

**Electronic copies preferred**

All requests must be in writing and may be submitted to the New York State Department of Environmental Conservation (NYSDEC) via:

Email: [access.records@dec.ny.gov](mailto:access.records@dec.ny.gov)

Fax: (518) 402-9018

Mail: Records Access Officer

NYSDEC, 625 Broadway, Albany, NY 12233-1500

For more information go to <http://www.dec.ny.gov/public/373.html>