

New York State Police  
**Freedom of Information Law Request for Records**

**Instructions**

- All requests must be made in writing. Please use this form to assist you in structuring your request.
- Within five (5) business days this agency will respond to your request for records with a written acknowledgement of receipt and a statement of the approximate time frame required to respond to your request.
- All applicable fees must be collected before any legally releasable record(s) are provided. Refer to our website for more information. [https://www.troopers.ny.gov/FAQs/Request\\_Government\\_Records/](https://www.troopers.ny.gov/FAQs/Request_Government_Records/)
- Submit completed form by email or mail to:

**Email Address:**
[foiunit@troopers.ny.gov](mailto:foiunit@troopers.ny.gov)

*For email submission, save this completed form locally to your computer and attach the saved copy to your email.*

**Mailing Address:**

New York State Police

Attn: Records Access Officer

1220 Washington Avenue, Bldg. 22

Albany, New York 12226-2252

- This form is not intended for use as an appeal. Refer to the above link for more information.

**Requestor Information (Required)**

<b>Date:</b>	<b>Email Address (If available):</b>	<b>Telephone Number:</b>		
<b>Prefix:</b>	<b>First Name and Middle Initial:</b>	<b>Last Name:</b>		<b>Suffix:</b>
<b>Mailing Address:</b>		<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Person You Represent:</b>				
<b>Your Firm / Organization Name (If applicable):</b>		<b>Firm / Organization Address:</b>		<b>Firm / Organization Telephone Number:</b>

**Record Information**

*Identify or describe the government record(s) sought with detailed information to assist this agency in locating the record(s).*

<b>Type of Government Record(s) Sought:</b>			<b>Incident Number (If available):</b>
<b>Incident Type:</b>	<b>Incident Date / Time:</b>	<b>Incident Location:</b>	
<b>Name(s) and Date(s) of Birth of Individual(s) Involved:</b>			
<b>Briefly Provide Other Descriptive Information on Record(s) Sought:</b>			

**USE PAGE 2 IF MORE SPACE IS NEEDED**

**Additional Information (if necessary)**

A large empty rectangular box with a black border, intended for providing additional information.