



# Montgomery County Sheriff's Office

200 Clark Drive, Fultonville, NY 12072  
(518) 853-5500 fax: (518) 853-4969

## Request for release of reports under Freedom of Information Law

Your Name and Date of Birth:	Your Address:	Your Phone Number:
Type of Information Requested:	Type of Complaint:	Date of Incident:
Other Name(s) on the Report:	Reason for Request:	Complaint Number:

I am officially requesting reports pertaining to the information above. I make these requests under the Freedom of Information Act. I understand that I am entitled only to the incident report and no other associated documents including statements. I also understand that police reports that are sensitive in nature, such as drug offenses, juvenile complaints, or sex offenses, may not be released. I also know that open or pending complaints will not be released, nor will reports wherein criminal prosecution has begun and is not completed.

The fee for Incident Reports is \$.25/page. This office does not make change, so have the exact amount, or have a money order made out to the Montgomery County Sheriff's Office. After your request has been reviewed and approved for release, you will be contacted between the hours of 8:30am and 4:00pm to advise you that the report is ready for you to pick up.

I have read the foregoing and understand that a FALSE STATEMENT MADE HEREIN IS PUNISHABLE AS A CLASS "A" MISDEMEANOR PURSUANT TO SECTION 210.45PL.

\_\_\_\_\_  
Signature of person making request

The copy of the requested documents is included with this letter.

Your request has been denied based on the following reason:

- This incident is still being investigated. Re-apply in 30 days.
- This incident is still awaiting prosecution. Re-apply in 30 days.
- Information contained therein involves juveniles.
- Information contained therein involves a victim of a sex offense.
- Information contained therein involves confidential informants.
- Information contained therein involves law enforcement sensitive information.

\_\_\_\_\_  
Signature and Date