



Village of Chester Police Department

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Chester, NY 10918
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24 Hour # (845) 469-4111

Chief of Police
Timothy McGuire

Records Access Officer
Village of Chester Police Department

DATE: _____

Under the provisions of the Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request a copy of: **(describe as accurately and specifically as possible the record or records you want and provide all relevant information you have concerning them).**

If there are any fees for copying the records I am requesting, please inform me before you fill any request. **THE VILLAGE MAY REQUIRE THAT PAYMENT BE MADE IN ADVANCE.**

Sincerely,

(signature)

(print name)

(address)

(city,state,zip)

(phone)

(receiving officer)