

Edward P. Mangano  
County Executive

Thomas E. Tilley  
Chief Fire Marshal



Nassau County Fire Commission  
Office of Fire Marshal  
1194 Prospect Avenue  
Westbury, New York 11590  
(516) 573-9900

## APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: RECORDS ACCESS OFFICER

DATE: \_\_\_\_\_

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD: **(PROVIDE FULL EXACT ADDRESS – 1 ADDRESS PER FORM)**

REASON FOR INSPECTION: (BE SPECIFIC)

PENDING LITIGATION?

YES ☐

NO ☐

NAME (PLEASE PRINT)

REPRESENTING (BUSINESS NAME / SELF)

**X**

SIGNATURE (ORIGINAL SIGNATURE REQUIRED)

ADDRESS

RELATIONSHIP TO PROPERTY

E-MAIL

TELEPHONE (\_\_\_\_\_) \_\_\_\_\_

### FOR FIRE MARSHAL USE ONLY



APPROVED



DENIED FOR REASON(S) CHECKED



MAINTAINED RECORD CAN NOT BE FOUND



RECORD IS NOT MAINTAINED BY THIS AGENCY



EXEMPTED BY STATUTE OTHER THAN F.O.I.L.



UNWARRANTED INVASION OF PERSONAL PRIVACY



RECORD PART OF INVESTIGATORY FILES



REQUESTED RECORDS PART OF ACTIVE COURT CASE



ORIGINAL SIGNATURE NOT PROVIDED. APPLICATION FORMS  
NOT ACCEPTED VIA FAX OR E-MAIL



COURTESY COMPUTER SEARCH REVEALS NO OPEN VIOLATIONS\*



COURTESY COMPUTER SEARCH REVEALS **NO ENVIRONMENTAL  
ITEMS\*** (TANKS, STORAGE, SPILLS, RELEASES, ETC.)



PHYSICAL FILE SEARCH REVEALS NO **OPEN** VIOLATIONS\*  
(\*TITLE SEARCHES ONLY – PHYSICAL FILE MAY DIFFER)



OTHER: \_\_\_\_\_



CONTACT FIRE MARSHAL FOR APPOINTMENT **REQUIRED** TO  
VIEW FILE.

FIRE MARSHAL: \_\_\_\_\_

TELEPHONE NO.: (516) 573- \_\_\_\_\_ @NASSAUCOUNTYNY.GOV

SIGNATURE

TITLE

DATE

**NOTICE:** YOU HAVE A RIGHT TO APPEAL DENIAL OF THIS APPLICATION TO THE HEAD OF THIS AGENCY. SUBMIT APPEAL IN WRITING TO, CHIEF FIRE MARSHAL OF NASSAU COUNTY, 1194 PROSPECT AVE., WESTBURY, NY 11590, WHO MUST FULLY EXPLAIN HIS REASONS FOR SUCH DENIAL IN WRITING WITHIN SEVEN DAYS OF RECEIPT OF AN APPEAL.

I HEREBY APPEAL. X \_\_\_\_\_

DATE \_\_\_\_\_

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The information on this sheet has been compiled to assist you in making a request for access to records maintained by the Office of the Fire Marshal.

The application(s) for access must be submitted on the forms that are supplied by our office.

**One form must be submitted for each specific address or building location!**

General descriptions of an area or groups of addresses will not be researched by this office. The reason for the request for access and the specific type of information you are interested in reviewing must be indicated on the application.

The completed form(s) must be sent to our office for processing and review. All submissions must be complete and must **have an original signature on them.**

**Photocopies, faxed and emailed forms & telephone requests are not accepted!**

When the request has been processed the application will be returned to you. If your request has been approved, the record I.D. numbers and the name of a Fire Marshal will be provided to you. You may then call to schedule an appointment to come to our office to review the record(s).

**Photocopies of records will not be prepared and sent to you!**

**If you appear at our office without an appointment you will not be seen!**

If you need further information or have any questions please contact this office at (516) 573-9900.

Enclosed you will find a blank application form for your use. Although the blank form may be photocopied, only those forms following the above guidelines will be accepted.

Thank you in advance for your cooperation.

**IT IS RECOMMENDED THAT PAYMENT FOR ANY COPIES BE REMITTED VIA CHECK, PAYABLE TO "NASSAU COUNTY TREASURER" AS IT IS LIKELY THAT CHANGE WILL NOT BE AVAILABLE FOR CASH.**