



CITY OF ROME RECORDS ACCESS APPLICATION

Return completed application to:

Rome City Clerk
198 N. Washington Street
Rome, New York 13440

Full Name (Please Print): _____

Company/Organization: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

Signature

Date

**PLEASE COMPLETE ALL APPLICABLE INFORMATION AS EXPLICITLY AS POSSIBLE,
UNLESS THERE IS AN ATTACHMENT SPECIFICALLY DETAILING YOUR REQUEST.**

- I am requesting a *physical copy* of the following records
- I am requesting an *electronic copy* of the following records by *email*
- I am requesting to *inspect* the following records in person

NOTICE TO APPLICANT

You have the right to appeal a denial of this application within thirty (30) days to Rome City Clerk, 198 N. Washington St., Rome, New York 13440. The City of Rome will explain the reason for such denial in writing within ten (10) business days of an appeal.