

FREEDOM OF INFORMATION REQUEST FOR

IMPORTANT – Please read. This FOIL request form is only for records maintained by the NYC Commission on Human Rights. It is not the correct form to use if you are seeking records maintained by a different City agency. Do not use this form if you are seeking records maintained by other City agencies, entities, or elected officials. For example, if you are seeking records from the New York City Police Department, Department of Buildings, or Department of Transportation, please direct your request to those agencies. Please visit the FOIL page of that entity or use [this link](#) to access the City’s Open Records Portal.

1. I am requesting copies of these documents/records:

If requesting complaints, please provide:

Names of the parties: _____

Case designation number: _____

Date the case was filed/closed: _____

Specific documents sought (if other than the entire file contents):

Any other information that will enable the FOIL Officer to identify the appropriate file.

There is a charge of \$.25 per page or the actual costs of reproduction, payable in advance.

2. My return address:

Name: _____

Company Name: _____

Address (please include): _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

Signature: _____ Date: _____

Three ways to submit your requests:

E-mail: foil@cchr.nyc.gov

Fax: (646) 500-7159

Mail: FOIL Officer
NYC Commission on Human Rights
P.O. Box 2023
New York, NY 10272

Freedom of Information Desk
Tel.: (212) 416-0125 • **Email:** foil@cchr.nyc.gov