

ARCHIVE REQUEST FORM

Case files for applications decided by the Board are stored off-site and can be requested by completing this form and submitting via email to: [records@bsa.nyc.gov](mailto:records@bsa.nyc.gov)

Once the item has been received a Records Unit Specialist will contact you and schedule an appointment at the Board Office for viewing.

A **\$50.00** fee is required for each off-site case file requested. In addition, copies of materials can be provided at a charge of .25¢ per page. At time of appointment a check will be required for the case file and any copies requested payable to: **The NYC Board of Standards and Appeals.**

**This form is only to order a case file, not to do a property search.** If you do not know the BSA Calendar/Docket number or require additional assistance other than requesting a case file, contact the BSA Records Unit at **212-386-0009** and a BSA Records Specialist will assist you.

BSA Case File Request Information		Contact Information	
BSA Calendar/Docket Number:		First Name:	Last Name
Borough:		Company:	
Block	Lot(s)	Phone:	email:

By Submitting this form, I acknowledge that I am responsible for payment regardless if I choose to view the file or not.  
 Make check payable to: **NYC Board of Standards and Appeals** and mail to:

**NYC Board of Standards and Appeals**

**Attention: Records Unit**

**22 Reade Street, 1<sup>st</sup> Floor.**

**New York, NY 10007**

For BSA Office Use Only		
Account Number/Receipt:	Amount Due:	
Payment Received:		
Records Unit Specialist:		
<b>Budget Code 7666</b>	<b>Revenue Source 047000</b>	<b>Sub-Revenue Source BV</b>