



**TOWN OF LEWISTON**  
1375 Ridge Road Lewiston  
New York 14092  
(716)754-8213  
[www.townoflewiston.us](http://www.townoflewiston.us)

**REQUEST FOR ACCESS TO PUBLIC RECORDS**

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

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

I hereby apply to: ☐ Inspect ☐ Receive copies (\$.25 each) of the following records:

MATERIAL REQUESTED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

COPIED BY: \_\_\_\_\_ DEPT(S): \_\_\_\_\_ DATE: \_\_\_\_\_

Please note: **TOWN CLERK'S OFFICE HAS FIVE (5) DAYS IN WHICH TO RESPOND THAT:**

1. Yes, information is available
2. No, information is not available
3. More than five (5) days is needed

Access to records will be determined in accordance with Public Officers Law Section 89(5)

**2025 COPY FEES**

ASSESSOR'S OFFICE = \$ 0.65

BUILDING DEPT.:

24' X 36' SHEET B/W =\$12.00

24' X 36' SHEET COLOR = \$18.00

36' X 48' SHEET B/W = \$24.00

36' X 48' SHEET COLOR = \$30.00

DISK / THUMB DRIVE (MINUTES) = \$25.00 / TOWN MAP = \$ 5.00

POLICE FEES:

ACCIDENT RECONSTRUCITON REPORT = \$250.00

BACKGROUND CHECKS = \$ 10.00

FINGERPRINTS = \$ 25.00

PHOTOS = \$100.00

POLICE REPORTS = \$ 10.00