

## Village of LeRoy Police Department Records

### Compliment/Complaint Form

This form is for making reports of commendable actions by Village of LeRoy Police Department employees or to lodge a complaint against a member of the Village of LeRoy Police Department.

### Criminal Background Check – Fee \$20.00 prepaid

This background check is only for records on file at the Village of LeRoy Police Department. It does not include records from other agencies, such as Genesee County Sheriff's Office, NYS Troopers, etc.

To release a copy of your background records, you must first complete an *Authorization for Release of Information* form. Please allow approximately 7-10 business days for your request to be completed.

\*A valid NYS Driver's License or another government-issued photo ID is required.

### Request and Authorization for Tenant Background Check – Fee \$20.00 prepaid

This background check is only for records on file at the Village of LeRoy Police Department. It does not include records from other agencies, such as Genesee County Sheriff's Office, NYS Troopers, etc. Please allow approximately 7-10 business days for your request to be completed.

\*A valid NYS Driver's License or another government-issued photo ID is required.

### FOIL (Freedom of Information Law) Request – Fee \$.25 per printed page prepaid

If you wish to request a copy of records from the Village of LeRoy or LeRoy Police Department under the Freedom of Information Act, an *Application for Public Access to Records* must be completed. The Clerk/Treasurer (Village) or Deputy Clerk (Police) will review your request, and contact you within five business days of receipt of the request to discuss availability and cost.

\*A valid NYS Driver's License or another government-issued photo ID is required.

### Photo CD - \$30.00

Forms may be filled out and returned in person, by mail, or by fax:

Village of LeRoy Police Department  
Attn: Records Clerk  
3 West Main Street  
LeRoy, NY 14482  
Phone: (585) 768-2527  
Fax: (595) 768-8037