

## Public Records Exemption - FOIL Form FAQ and Directions

The NYSAFE Act protects the privacy of pistol license holders by permitting them to notify their County Clerk that they do not wish for their information to be released publicly.

Under the law, current licensees and new applicants may make this notification to the Niagara County Clerk using the form approved by the Superintendent of the New York State Police.

### Q: Where do I get the FOIL form?

A: The forms will be available through the Niagara County Clerk's office, either on paper or online. You may pick them up at the following addresses:

**Niagara County Clerk**  
175 Hawley Street  
Lockport, NY 14094

**ALL NIAGARA COUNTY DMV LOCATIONS:**  
111 Main Street, Lockport... 500 Wheatfield Street, North Tonawanda  
1001 11<sup>th</sup> Street, Niagara Falls

You may also download the form at the following link:

[http://www.niagaracounty.com/Departments/FireArms\\_Public\\_Record\\_exemption.aspx](http://www.niagaracounty.com/Departments/FireArms_Public_Record_exemption.aspx)

The form is also available on the New York State Police website at [www.troopers.ny.gov/optoutfoil](http://www.troopers.ny.gov/optoutfoil) or the NY SAFE Act website at [www.nysafeact.com](http://www.nysafeact.com).

### Q: How do I complete the form?

A: In the first section, you will need to fill out your name, date of birth, address and the county in which you are applying.

If you hold a firearms license, there is a space for you to provide the license number as well.

In the second section, check the box that best describes the reason your information should not be publicly disclosed.

To complete the form, sign and date it. **MAKE SURE YOUR NAME AND ADDRESS ARE LEGIBLE.**

### Q: Once I've completed the form, how do I submit it?

A: To submit your form **by mail**: Niagara County Clerk, PO Box 461, Lockport, NY 14095-0461

To submit your form **in person**: Niagara County Clerk, 175 Hawley Street, Lockport, NY

To submit your form **by fax**: 716-439-7035

To submit **by email**: [niagaracountyclerk@niagaracounty.com](mailto:niagaracountyclerk@niagaracounty.com) *Must include actual signature. No typed signature accepted.*

### Q: Once the form is completed, how long does it take to become effective?

A: Pistol permit information held by the county is currently exempt from FOIL and will be until May 15, 2013. At that time, those who have submitted the form will remain exempt from the FOIL provisions unless the licensing authority has refused to grant the exemption. Those wishing to apply for the exemption should do so by May 15, 2013, to avoid any disclosure.

### Q: If I do not file the form by May 15, 2013, will I be able to file in the future?

A: You may file the form anytime. However, after May 15, 2013, if you have not yet filed an exemption form, your information may be subject to release under FOIL.

If you file a form in the future and your request is granted, your information will once again be exempt from FOIL.