

Chemung County Industrial Development Agency
400 East Church St.
Elmira, NY 14901
(607)733-6513

REQUEST FOR PUBLIC INFORMATION

Name of person/company requesting information:

Name _____

Address _____

Phone number that the CCIDA can reach party making the request for information
at from 8:30 am – 4:30 p.m. Monday through Friday _____

Specific Information Requested _____

Note: The CCIDA will not release information which is exempt under the Freedom of
Information guidelines without first checking with the impacted person/company.

Reason for the request _____

Date request received by the CCIDA _____

Date information sent to person/company making request _____

Date and reason for information not released _____

The CCIDA policy is to charge \$.25 per page duplicated. Payment must be received
prior to documents being copied and released.

Number of pages _____

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Date payment received _____