

Date of Request: \_\_\_\_\_

Name of Requester (Please Print):  
\_\_\_\_\_

Requested Record(s):  
\_\_\_\_\_  
\_\_\_\_\_

I represent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Requester: \_\_\_\_\_

Requests can be submitted via:

- Email: [FOIL@binghamton.edu](mailto:FOIL@binghamton.edu)
- Mail or delivered in person to: Binghamton University Records Access Office – Risk Management & Administrative Compliance, Couper Administration Building, PO Box 6000 Binghamton, NY 13902

For questions, email [FOIL@binghamton.edu](mailto:FOIL@binghamton.edu)

***Appeal Notice:***

Please be advised that all appeals must be submitted in writing within 30 days upon receipt of the response from our agency. Appeals must be addressed to:

FOIL Appeals Office  
c/o Office of General Counsel  
The State University of New York  
H. Carl McCall SUNY Building – 353 Broadway  
Albany, NY 12246  
518-445-4040