



Freedom of Information Request Form

Date Requested: _____

Request Submitted By: Email _____ U.S. Mail _____ Fax _____ In Person _____

Name of Requester: _____

Street Address: _____

City/State/County/Zip: _____

Telephone: _____ Email: _____

Records Requested: Please be as specific as possible so the Village can accurately identify the information that you are seeking. Attach additional pages, if necessary.

Format of Documents: Paper Copies _____ Electronic Copies _____

Is this request for a Commercial Purpose? YES or NO

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140/3.1(c)).

Are you requesting a fee waiver? YES or NO

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety, and welfare or legal rights of the general public. 5 ILCS 140/6 (c)).