Freedom of Information Request Form

Reviews of the request may take up to 5 business days unless the request is made for commercial purposes, in which case it is 21 working days. We will notify you if we require an additional 5 business days to process your request pursuant to Section 140/3(d) of the act.

First Name: ________________________ MI:________ Last:____________________________

Address: _______________________________________________________________________

City, State, & Zip: __________________________________________________________________

Phone Number: ______________________  Fax or email (if applicable): _______________________

Request for:  Inspection/Review ☐  Copies ☐  Both ☐

Pursuant to Section 3.1(c) of the Act, it is a violation of law for a person to knowingly obtain a public record for a commercial purpose without disclosing that the request is made for a commercial purpose, if requested to do so by the Village.

☐ This request is for a commercial purpose

Requested Information: (Please identify any persons, project names, locations, addresses, dates, documents and/or other information in detail if available)

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________ _______________  
Signature of Requester                Date

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Do Not Complete-Official Use Only

FOIA Request Tracking #: ___________________  Date Request Received: ______________________

Due Date of Response: ______________________

Request Granted: ☐ In Person ☐ Mail ☐ Fax/Email

☐ Time Extension until: ______________________  Date of Response: ______________________

Request Denied: ☐ Fully or ☐ Partially: See Denial Form/Information Attached

________________________________ _______________  
FOIA Officer