

VILLAGE OF FOREST VIEW
7000 W. 46th St.
FOREST VIEW, ILLINOIS 60402

REQUEST FOR PUBLIC RECORDS

****Note to Requester: Retain a copy of this request for your files. If you eventually need To file a Request for Review with the Public Access Counselor, you will need to submit A copy of your FOIA request****

Date Requested: _____

Request Submitted By: ___ E-mail ___ U.S. Mail ___ Fax ___ In Person

Name of Requester: _____

Street Address: _____

City/State/County Zip(required): _____

Telephone(Optional): _____ E-mail(Optional) _____

Fax(Optional): _____

Records Requested: *Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.

Do you want copies of the documents? Yes or No IF YES (CIRCLE ONE): E-mail ___ U.S. Mail ___ Fax ___ In Person

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)).

The Village will respond within five (5) working days for noncommercial request or within twenty-one (21) working days for Commercial Purpose requests.

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)).

(For office Use Only)
Department: *CIRCLE ONE*
Police
FIRE
BUILDING
PUBLIC WORKS
ADMIN
OTHER

Signature of person making request/DATE