



# THE VILLAGE OF SOUTH CHICAGO HEIGHTS

## REQUEST FOR PUBLIC RECORDS UNDER THE FREEDOM OF INFORMATION ACT

DATE REQUESTED: \_\_\_\_\_

REQUESTERS Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone# \_\_\_\_\_

City/State/Zip (required): \_\_\_\_\_

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

DESCRIPTION OF REQUESTED PUBLIC RECORD(S): \*Provide as much specific detail as possible so the Village can identify the information that you are seeking. You may attach additional pages, if necessary.

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Please indicate if you wish to inspect the public records or wish to have a paper copy. There is no charge for the first 50 pages; \$0.15 per page thereafter.

In Person Inspection  Paper Copy  Electronic (not all documents are available in electronic format)

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

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)).

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Date & Time FOIA was received

Received By \_\_\_\_\_

Date & Time FOIA was emailed

Date & Time FOIA was picked-up or mailed