Requestor’s Name: ____________________________________________________________
(and company, if applicable)

Requestor’s Address: _______________________________________________________
Street City State Zip

Requestor’s Telephone No.: _________________________________________________

Describe in detail the public records you are seeking, and the time period:
(Use back for more space)
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Is this request for a commercial purpose? ___________

How would you like the documents?
Pick Up at Village Office: _________________________________________________
E-Mail Address: ____________________________________________________________
Mailing Address: ____________________________________________________________
Other: _____________________________________________________________________

Fees: Inspection _____ Copy _____ Certification _____
(No Charge) (No Charge for first 50 pages) (.75 cents)

The Village will respond within five business days of the request date unless an extension of time is necessary.

Signature of Requestor: ____________________________ (For Office Use)

Date of Request: _________________ Time of Request: _________________a.m./p.m.
Request Accepted By: ____________________________

Request Routing: Village Clerk _____ Police Dept. _____
Fire Dept. _____ Building Dept. _____
Public Works _____ Code Enforcement _____
Administration _____ Other _____

FOIA Form 1/19 Request Number______________