



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.*

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 document 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)).

Date & Time FIOA was received

Received By

Date & Time FOIA was emailed

Date & Time FOIA was picked-up or mailed