

**VILLAGE OF SOUTH ELGIN
REQUEST TO INSPECT PUBLIC RECORDS
PURSUANT TO THE FREEDOM OF INFORMATION ACT**

Requester's Name, Firm or Other Affiliation

Requester's Street Address

City, State, Zip Code

Telephone and Fax (including area codes)

Requester's Signature and Date of Request

Business Organization or Status:

- Private, For-Profit, for a commercial purpose
- Private, Not-For-Profit for a commercial purpose
- Private, Not-For-Profit for a non-commercial purpose
- Media
- Student, Researcher
- Industry, Association
- Attorney, Litigants
- Unit of Local or National Government
- State Agency
- Other _____

DESCRIPTION OF RECORD(S) REQUESTED - be as specific as you can in identifying the documents you are seeking. Use additional pages if necessary.

PLEASE CHECK ONE:

- I would like to inspect these records for a non-commercial purpose
- I would like to obtain copies of these records for a non-commercial purpose
- I would like to inspect these records for a commercial purpose
- I would like to obtain copies of these records for a commercial purpose

Note: the first 50 pages of black & white, letter or legal sized copies are free of charge. Additional copies, color copies or copies in sizes other than letter or legal will be charged an additional fee. A waiver of fees may be available if the purpose of the request is to disseminate information pertaining to the health, welfare, safety or legal rights of the public.

Please state the principal purpose of the request if requesting a waiver of fees or requesting records for a commercial purpose. A commercial request is when the requestor seeks to use part or all of the public records for the sale, resale, or solicitation or advertisement for sales or services. Use additional pages if necessary. Note: It is a violation of the Act to knowingly obtain a public record for a commercial purpose without disclosing that information to the public body if requested. Incomplete information may delay your response.

Signature – FOIA Officer

Printed Name of FOIA Officer/Title

FOR OFFICIAL USE
Date Received _____
Response Time Expires _____