

10 N. Water Street  
847-742-5780  
847-742-3253 Fax

# Village of South Elgin Department of Administration

Hours of Operation  
Monday - Friday  
8:30 am - 5:00 pm

www.southelgin.com

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## PUBLIC RECORDS REQUEST FORM

Requests may be emailed to: [foiaofficer@southelgin.com](mailto:foiaofficer@southelgin.com)

Requests specific to the Police Department may be emailed to: [pdrecords@southelgin.com](mailto:pdrecords@southelgin.com)

### SECTION A: Requester Information

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

Mailing Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

### SECTION B: Request for Records

I request the following described public records (attach separate sheets if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I Request to:    Inspect        Receive a Hard Copy        Receive via Email   

### SECTION C: Agreement to Pay Fees

Unless I have requested and received a waiver of fees, I will pay all fees for the public records copied or mailed, at my request, as set forth in the Village of South Elgin's Code of Ordinances Section 38.16.

Yes     No

### SECTION D: Purpose of Request

Is this request for a commercial purpose?    Yes     No

### SECTION E: Signature of Requestor

By signing this request, I acknowledge and represent that I have been given the opportunity to review and that I understand the Village's FOIA Rules and Regulations and that all of the information I have provided in support of this request is true and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICIAL USE

Date Received: \_\_\_\_\_ Date Response Due: \_\_\_\_\_