

Stamp Date Received



**Submit Original to:**  
 Asst. to the Administrator  
**Submit Copy to:**  
 Police Clerk if POLICE FOIA  
 Building Dept if BUILDING FOIA

120 Barrington Ave- East Dundee, IL 60118

Phone: 847-426-2822 Fax 847-426-2956

## FREEDOM OF INFORMATION ACT (FOIA) REQUEST FORM

<b>Name:</b>	<b>Phone #:</b>	<b>Date:</b>
<b>Address:</b>	<b>City:</b>	<b>State:            Zip:</b>
<b>Email:</b>		

### Records Requested.

\*Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.

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**Requestor's Signature:** \_\_\_\_\_

**Request Submitted by:**  **Email**  
 **Fax**  
 **US Mail**  
 **In Person**

### 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)).

#### Fees:

**Black and White, Letter, or Legal Sized Copies:** First 50 pages are free  
Additional pages over 50 pages may not exceed 15 cents per page  
**For Color or abnormal sized copies:** Actual cost for copying  
**Electronic Copies:** Actual cost of the tape, CD, DVD, etc.

**Denial of a FOIA request: A letter stating why the requested record was denied will be given along with the procedures for appealing the denial.**