



Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151

Village Hall: 815-827-3309

Website: <http://www.villageofmaplepark.org>

FREEDOM OF INFORMATION ACT REQUEST FORM

NOTE: Please complete this form legibly, as the information will be used to respond to your request. An illegible request or contact information may result in the delay or denial of your request.

SECTION 1. REQUESTOR INFORMATION

Name: _____
Address: _____
City/State/Zip: _____
Phone: _____ (Including area code)
E-Mail: _____

SECTION 2. RECORDS REQUESTED (Please be specific):

(Use attachment if additional space is needed for description)

SECTION 3. CHECK WHICH OF THE FOLLOWING APPLY:

☐ Will inspect copies provided at Village Hall ☐ Request copies in electronic form be e-mailed to: _____
☐ Request copies in original form

SECTION 4. ARE RECORDS TO BE USED FOR A COMMERCIAL PURPOSE?*

☐ YES ☐ NO

*It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for commercial purposes without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c).

SECTION 5. SIGNATURE

Signature

Date

There is no charge for copies of the first 50 8.5 x 11-inch pages. A fee of fifteen cents (15¢) per 8.5 x 11-inch page or actual cost of other reproduction may be charged. Unless otherwise notified, your request for public records will be complied with within five (5) working days after its receipt. Commercial requests will be complied with within twenty-one (21) working days.

FOR VILLAGE USE ONLY	
Date Request Received:	Date Response Due:
Date Documents Copied/ Inspected:	Total Charges:
FOIA Number	Date Paid:
Method of Response:	Staff Initials:



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FREEDOM OF INFORMATION ACT REQUEST INFORMATION AND INSTRUCTIONS

1. **Section 1.** Requestor Information – Please fill out the form legibly and completely, as the information will be used to respond to your request. An illegible request or contact information may result in the delay or denial of your request.
2. **Section 2.** Records requested – Please be specific. The more information we have, the easier it will be for us to comply with your request.
3. **Section 3.** If you would like to come to the Village offices to view copies, you will need to make an appointment. Office hours are: Monday through Friday, 8:30 a.m. to 4:30 p.m., and First and Third Tuesdays, 8:30 a.m. to 7:00 p.m. We would be happy to provide electronic copies of the information requested, but we will need a complete e-mail address in order to comply with this request. If you would like copies of the requested information, the copy fees are as follows:

Item	Charge
First 50 pages	Free
51+ pages	15¢ per page (or actual cost of other reproduction)

4. **Section 4.** Are records to be used for a commercial purpose? Most requests will be responded to within five business days; but if the records requested are to be used for a commercial purpose, the request will be responded to within twenty-one business days. It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for commercial purposes without disclosing that it is for a commercial purpose, if requested to do so by the public body. *5 ILCS 140.3.1(c)*
5. **Section 5.** – Signature – Please sign and date your form; an unsigned form could result in the delay or denial of your request.
6. **Send Freedom of Information Act requests to:**

By mail:

Village Clerk
P.O. Box 220
Maple Park, IL 60151-0220

In person:

302 Willow Street
Maple Park, IL
(Use drop box after hours)

By E-mail:

villageclerk@villageofmaplepark.com

7. **Questions?** – call (815) 827-3309