



VILLAGE OF MUNDELEIN

440 East Hawley St. • Mundelein, IL 60060

Phone (847) 949-3200 • Fax (847) 949-0143 • www.mundelein.org

FREEDOM OF INFORMATION ACT REQUEST FOR RECORDS

DATE: _____

Name (please print): _____

Company: _____

Address: _____ City, State, ZIP _____

Telephone: _____

I hereby request production of the following public records, described in detail as follows (use the reverse side if necessary): _____

Check which of the following apply:

☐ I will inspect these records at the Village Hall.

☐ I request copies of the following records and agree to pay the appropriate fee* upon receipt. If requesting copies of all records listed above, state "all". _____

*There is no charge for the first 50 pages. After 50 pages, the copy fee is 15 cents per page.

****Note:** A commercial purpose is the use of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation of advertisement for sales or services, not otherwise exempt.]

☐ The documents requested will be used for a commercial purpose** (response time is 21 business days)

☐ The documents requested will not be used for a commercial purpose** (response time is 5 business days)

I hereby affirm that the information provided regarding whether the request for public records is a commercial or non-commercial use is true.

Signature

MAIL OR FAX REQUEST TO ADDRESS ABOVE, ATTENTION: FOIA OFFICER

For Office Use Only:

Number of copies made: _____ x .15 = \$ _____

☐ Paid

Inspection only on _____

Date of compliance, if different than above _____

Processed by _____