



**MUNDELEIN**  
*Rooted in Our Past...  
 Reaching for Our Future*  
 INCORPORATED 1909  
 MECHANICS GROVE • HOLCOMB  
 ROCKEFELLER • AREA • MUNDELEIN

**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**

<b>For Office Use Only:</b>	
Number of copies made: _____ x .15 = \$ _____	<input type="checkbox"/> Paid
Inspection only on _____	
Date of compliance, if different than above _____	Processed by _____