



## VILLAGE OF HILLSIDE

### FOIA FREEDOM OF INFORMATION ACT – REQUEST FOR RECORDS

DATE OF REQUEST: \_\_\_\_\_ TIME OF REQUEST: \_\_\_\_\_

IS THIS REQUEST 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 a commercial purpose without disclosing that it is for a commercial purpose. 5ILCS 140/3.1(c)

REQUESTED BY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NOTE: The Illinois Freedom of Information Act allows charges of 15 cents per hard copy for every page over 50. Charges for copies needed to be done at a professional printer shall not exceed the Village's cost for reproduction.

RECORDS SOUGHT TO BE INSPECTED: \_\_\_\_\_

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

PLEASE STATE IF REQUEST IS TO INSPECT RECORDS OR RECEIVE A COPY OF INFORMATION

REQUESTED: \_\_\_\_\_

COMMENTS OR REMARKS: \_\_\_\_\_

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

THE UNDERSIGNED HERBY REPRESENTS THE PURPOSE OF THIS REQUEST IS NOT TO FURTHER COMMERCIAL ENTERPRISE UNLESS CHECKED ABOVE:

\_\_\_\_\_  
SIGNATURE