

# FREEDOM OF INFORMATION ACT REQUEST FORM



In order to process your request for public records reproduction and certification in conformance with the Freedom of Information Act ("Act") (5 ILCS 140/1 et. seq.), please complete the following:

I. Date:

II. Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

III. State the specific public records you are requesting:

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IV. The Freedom of Information Act allows a public body to determine if public records are requested for a commercial purpose.

Section 2(c-10) of the Act defines commercial purpose: "Commercial purpose" means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a "commercial purpose" when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education.

**Is your request for public records for a commercial purpose?** YES NO

**NOTICE: It is a violation of the Illinois Freedom of Information Act for a person to knowingly obtain a public record for commercial purposes without disclosing that purpose here.**

V. Possible Fees: Pursuant to Village Ordinance No. 2001 (2010), there is no charge for copies of the first 50 pages of black and white letter or legal size documents. Thereafter, the Village charges 15 cents per page for each letter or legal size copy. The fee for color copies or copies in size other than letter or legal are 50 cents per page for internally generated documents, and the actual costs for copies sent to outside copying services. The cost for certifying a record shall be \$1.00 for each record certified. The cost for certification of multi-page records shall be \$1.00 for each certification. The cost for multiple certifications of the same record shall be \$1.00 each.

Signature of Requestor: \_\_\_\_\_

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## FOR VILLAGE USE ONLY:

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Received by Crestwood this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_ by: \_\_\_ Email \_\_\_ US Mail

Date Response due from Village: \_\_\_\_\_ Fax \_\_\_ Hand Delivery

\_\_\_ Notice of Extension New due date: \_\_\_\_\_ Date action taken on this request: \_\_\_\_\_

Action: \_\_\_ Documents provided with notice.  
\_\_\_ Documents provided as redacted/exempted with notice.  
\_\_\_ Request denied with notice.

By: \_\_\_\_\_  
Village of Crestwood-FOIA Officer