



VILLAGE OF GLEN CARBON REQUEST FOR COPIES OF PUBLIC RECORDS UNDER THE ILLINOIS FREEDOM OF INFORMATION ACT

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ EMAIL (IF APPLICABLE): _____

PUBLIC RECORD REQUESTED (PLEASE BE AS SPECIFIC AS POSSIBLE):

IS THE PURPOSE OF THIS REQUEST FOR COMMERCIAL PURPOSES? Yes No

Pursuant to Section 3.1(C) of the Freedom of Information Act, it is a violation of the Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose. Each request for a public record or category of public records made in violation of this requirement (whether made as part of a single or multiple written request) shall be subject to penalties allowed by law.

AGREEMENT TO PAY FEES:

I WILL PAY THE FOLLOWING FEES FOR THE PUBLIC RECORDS COPIED OR CERTIFIED AT MY REQUEST:

(PAYMENT MAY BE REQUIRED PRIOR TO PROCESSING THE REQUEST.)

- 1 COPIES - 8 ½ X 11 OR 8½ X 14, Black and White

First 50 pages	Free
Additional pages	15¢ per page
11 x 14 Copies	15¢ per page
Color copies	15¢ per page
- 2 Audio Tape \$5.00 per unit
- 3 Compact disc \$5.00 per unit
- 4 Certification \$1.00 per document

Clerk initial _____ Signature/Date _____

Unless otherwise notified, the public records you have requested will be compiled within five (5) business days from the day after the request was received.

The above requested information was provided to me on _____
Date

Clerk initial _____ Signature _____

FOIA OFFICERS: Melissa Millard – mmillard@glen-carbon.il.us; Karen Hall - khall@glen-carbon.il.us