

Village of Hinckley, Illinois  
FREEDOM OF INFORMATION ACT (FOIA) REQUEST

Requestor's Name: \_\_\_\_\_ Organization: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

I hereby request to inspect the following records: List specific records sought to be inspected  
(FOIA does not require the Village to create new documents when responding to your request; it requires the Village to produce documents that already exist).

Signature if individual making request. \_\_\_\_\_

Is this request for a Commercial Purpose (please circle): **Yes / No**

Requested Method of Response: email: \_\_\_\_\_

Fax: \_\_\_\_\_

Copies to be removed from office (please circle): **Yes / No** Documents to be reviewed in house: **Yes / No**

.....  
**For office use only**

The records so requested have been reviewed and are appropriate for release under the guidelines of the Illinois Freedom of Information Act.

Except for the following records. \_\_\_\_\_

Reason access was denied to the above listed records (List names and titles of all persons authorizing denial and specify exact section of the Illinois FOIA which applies:

\_\_\_\_\_  
Signature, Title, and Department of employee reviewing records: \_\_\_\_\_

Of records requested, copies were provided of the following: \_\_\_\_\_

The records so requested were presented to such individual for inspection at:

Time: \_\_\_\_\_ on the date \_\_\_\_\_ day of Month \_\_\_\_\_ Year \_\_\_\_\_

Signature, Title, and Department of employee presenting records for inspection:

\_\_\_\_\_  
Fee collected \_\_\_\_\_  
(\$ .10/page after first 50 pages)