

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

Requestor's Name: _____ Organization: _____

Address: _____

Phone/Fax Number(optional): _____ Email(optional): _____

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 of individual making request. _____

Is this request for a Commercial Purpose (please circle): **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, if requested to do so by the public body. 5ILCS 140.3.1)).

Do you want Electronic Copies or Paper Copies? _____

Copies to be removed from office (please circle): **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.

Signature, Title, and Department of employee reviewing records: _____

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 _____
(\$0.15/page after first 50 pages)

Signature/ of Recipient: _____ Date: _____