



**VILLAGE OF LAKE IN THE HILLS
REQUEST FOR PUBLIC RECORDS**

INSTRUCTIONS AND INFORMATION

1. In Section 1, describe in detail the public records that you wish to inspect or to have copied or certified. Use a separate sheet if necessary. Please be very specific about the documents that you are requesting.

Please indicate whether you wish to inspect the public records at the Village Hall or if you wish to have them copied or certified by checking the appropriate space to the right of each record described. By submitting this Request Form, you are agreeing to pay to the Village, in advance of receiving copies of any public records, the copying and certification fees set forth below.

CHARGES:

First 50 letter/legal pages (black & white copies): Free

Over 50 letter/legal pages: \$0.15 per page

Color and oversized Copies shall be charged the actual cost of the reproduction

Certification: \$1.00 per document, plus copy costs

Traffic Accident Reports: \$5.00 each (per the Illinois Vehicle Code Section 5/11-416
Furnishing copies - Fees)

If request includes reproduction on electronic media, the actual cost of this media

You further acknowledge and agree that, if the services of an outside vendor are required to copy any public record, you shall pay the actual charges that the Village incurs in connection with such copying services.

2. In Section 2, indicate if this request is for a commercial purpose.
3. You must provide the information requested in Section 3.
4. Indicate whether you are requesting a waiver of the fees outlined above. The principal purpose in making the request must be for the benefit of the general public through the dissemination of information concerning the health, safety, welfare, or legal rights of the general public.
5. You must sign the statement set forth in Section 5.

The Village will disclose the public records requested on this Request Form within five Business Days after the receipt of this Request (non-commercial requests only), unless the five-day period is extended as provided by law or the request is denied. All extensions and denials will be in writing and will state the reasons therefore. A denial may be appealed to the Public Access Counselor, 500 S. Second St., Springfield, IL 62705. 217-558-0486 within 60 Business Days after the date of the Notice of Denial. All appeals must be in writing. Judicial review is available under Section 11 of the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* For more detailed information, please consult the Village of Lake in the Hills Rules and Regulations for Implementation of the Illinois Freedom of Information Act, which are available from the Freedom of Information Officer.

Please Return Completed Forms to:

Freedom of Information Officer
Village of Lake in the Hills
600 Harvest Gate
Lake in the Hills, IL 60156
Fax: (847) 960-7415

FORM 1

**VILLAGE OF LAKE IN THE HILLS
REQUEST FOR PUBLIC RECORDS**

1. Request for Records

I hereby request the right to inspect, or to obtain copies or certified copies of the following public records of the Village: Inspect Copied Certified

2. Purpose of Request

I am requesting access to the public records identified in Section 1 above for a commercial purpose:

Commercial Use Yes No

(c-10, "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.)

3. Identification of Requestor

Requestor Name: _____

Name of person/organization for which records are being requested (if not Requestor): _____

Contact Information for Responses, Decisions, and Communications:

Street Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

Email Address: _____

4. Waiver of Fees

Yes No I am requesting a waiver of the fees, as my principal purpose in making the request is for the benefit of the general public through the dissemination of information concerning the health, safety, welfare, or legal rights of the general public. If a waiver is not granted, I understand that I will be responsible for the payment of all fees associated with the request.

5. Signature of Requestor

By signing this Request, I acknowledge and represent that I have reviewed and understood the Village of Lake in the Hills Rules and Regulations for Implementation of the Illinois Freedom of Information Act and that all of the information provided in support of this request is true and accurate.

Signature of Requestor

Date

FOR VILLAGE USE ONLY

Received by the Village of Lake in the Hills, McHenry County, Illinois:

Date: _____ Time: _____

Method of Delivery:

- | | |
|--|---|
| <input type="checkbox"/> Personal Delivery during Business Hours | <input type="checkbox"/> Personal Delivery after Business Hours |
| <input type="checkbox"/> Mail Delivery during Business Hours | <input type="checkbox"/> Mail Delivery after Business Hours |
| <input type="checkbox"/> Facsimile during Business Hours | <input type="checkbox"/> Facsimile after Business Hours |
| <input type="checkbox"/> Emailed during Business Hours | <input type="checkbox"/> Emailed after Business Hours |

Village employee receiving request:

Name: _____ Title: _____

Signature: _____ Response Due: _____
(5 Business Days after day of receipt, non-commercial requests only)

Village employee responsible for compiling response:

Name: _____ Title: _____
