

**VILLAGE OF ELBURN  
ILLINOIS FREEDOM OF INFORMATION ACT (FOIA)  
REQUEST FOR PUBLIC RECORDS**

This form has been provided to assist individuals who are seeking to obtain public records maintained by the Village of Elburn as provided by the Illinois FOIA. Please fill out this form completely, being as specific as possible. Remember that the Illinois FOIA does not require the Village to create new documents responding to your request; it requires the Village to produce documents that already exist.

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

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

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

If you wish a response by email, indicate your email address: \_\_\_\_\_

If you wish a response by fax, indicate your fax number: \_\_\_\_\_

Is This Request for a Commercial Purpose: \_\_\_\_\_

It is a violation of the Illinois 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 asked to do so by the public body. A commercial purpose means the use of any part of a public record, or information derived from public records, in any form for sale, resale or solicitation or advertisement for sales or services.

There is no fee for the first 50 pages of black and white, letter or legal size copies. The fee for black and white, letter or legal sized copies after 50 pages will be \$0.15 per page. The fee for color or irregular sized copies will be the actual cost to the Village for reproducing the records.

- \_\_\_ I wish to review the records (no charge)
- \_\_\_ I wish to be contacted with a cost estimate if the costs will exceed \$20.00
- \_\_\_ I wish to have the records copied regardless of the cost

Records Sought:

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

\_\_\_\_\_  
Date

<b><i>For Office Use Only</i></b>
Date Received: _____
Date Due: _____
Date Fulfilled: _____