

VILLAGE OF KILDEER

FREEDOM OF INFORMATION ACT

Request for Inspection or Copying of Public Records (FOIA)



All public record requests should be directed to the Village Administrator at the address, fax, or email below by completing Sections 1 - 3 of this Request Form. All public record requests will be fulfilled within five working days of the receipt of this Request Form, 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. In the event of a denial, you have the right to seek review by the Public Access Counselor at (217) 558-0486 or 500 Second Street, Springfield, IL 62705 or you have the right to judicial review under section 11 of FOIA.

The requestor will be notified by the Village when the request is ready for inspection or pick up at the Village Office. If the requestor prefers not to pick up the requested copies, the Village will send electronic copies to the email or fax provided upon receipt of payment. The Village will not mail copies of public records except upon advance payment of the actual cost of postage.

This section to be completed by Village Office Staff

REQUEST #: _____ Received By: _____

Time & Date Received: _____

Response Due Date: _____ (five working days from the day of receipt)

Section 1: Describe in detail the public records you wish to inspect or to have copied. Use a separate sheet if necessary. Indicate whether you wish only to inspect the public records at the Village Office or to have the public records copied by checking the appropriate space. I hereby request to inspect or have copied the following public records:

Is the reason for this request a "commercial purpose" as defined in the Freedom of Information Act? _____ yes _____ no (you must check yes or no or your request is not complete)

Section 2: Requestor's Identification/Contact Information:

Name (printed): _____

Address: _____

Phone#: _____ Fax / Email: _____

Section 3: By signing this request, you agree to pay to the Village of Kildeer, in advance of receiving copies of any public records, the following copying fees:\$.15 each for paper, non color 8 ½ x 11 or 8 ½ x 14 pages in excess of 50 pages. Additionally, if color copies, non standard sized pages, non paper media must be purchased to satisfy the request, or the services of an outside vendor are required to copy any public record, you agree to pay the Village the actual charge the Village incurs in connection with such copying services. Further, by signing this request you certify under penalty of perjury that information provided by you in support of this request is true and accurate.

Signature: _____

This section to be completed by the Village FOIA Officer or Designate	
Disposition of the request:	
Denied (date): _____	Reason(s): _____

Delayed (date): _____	Reason(s): _____

Fulfilled (date): _____	Amount Due: _____
Applicant Notified via: phone / email / US mail / fax (circle one)	

This section to be completed by the Village FOIA Officer or Designate

Method of delivery or inspection appointment details:

Delivery (date): _____

Delivery (method): fax / email pdf / US mail / pick-up (circle one)

Inspection Appointment (date & time): _____

Picked-Up by Requestor (date): _____

Payment Received (amount): _____ Payment Method: Cash / Check (# _____)

Requestor's Signature: _____

Note: The use of this form is not mandatory under FOIA but it is preferred. Failure to use it may result in the request not being properly or promptly processed.

Contact Information:

Village of Kildeer
21911 Quentin Road
Kildeer, IL 60047

Phone: 847-438-6000

Fax: 847-438-1531

website: www.villageofkildeer.com

Freedom of Information Act Officer:

Michael S. Talbett
mtalbett@villageofkildeer.com