



FREEDOM OF INFORMATION ACT REQUEST

Requester Information (please PRINT clearly):

NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE (S): _____

Describe below the public records that you are requesting. To expedite the search, be as specific as possible. If known, include date(s) of requested records.

The records above are requested for: Inspection Copy Certification

(Standard black & white copies will be provided at no charge for the first fifty (50) pages; 15¢ per page beyond fifty. Color copies, 20¢ per page. Certification, \$1 per document).

Is this request being made for commercial purpose? Yes No

Note: "Commercial purpose" means the use of any part of a public record or any information derived from a public record for sale, resale, or solicitation or advertisement for sales or services. It is a violation of the Freedom of Information Act to knowingly obtain information for a commercial purpose without disclosing that intent to the Village of Minooka. Each request for a public record or category of public records made in violation of this requirement (whether made as part of a single or multiple written requests) shall be subject to a fine of \$750 and such other penalties allowed by law.

The Village of Minooka will respond to this request within five (5) business days. If responding to the request requires an extension of time up to five (5) additional days, the requestor will be sent notice in writing. Commercial requests will receive a response within twenty-one (21) business days.

(Requestor Signature)

(Date)

Send to: Village of Minooka, FOIA Officer, 121 E McEvilly Road, Minooka, IL 60447

Facsimile: (815) 467-3599, email: mary.ray@minooka.com

Request received by: _____ Date: _____ Date due: _____ Fees collected: _____

Certification: _____ Denial: _____ Reason for denial: _____

Date of response: _____ Attach a copy of all written responses for file.