

FOIA REQUEST FORM - VILLAGE OF SHERMAN

Request for information from the Village of Sherman under the Illinois Freedom of Information Act

PLEASE **PRINT** ALL INFORMATION NEATLY AND LEGIBLY

FOIA Request Number: Indicate Year: _____ FOIA Number: _____

Last Name _____ First _____ M.I. _____

Street Address _____

City _____ State _____ Zip Code _____

Phone ____/____/____ 2nd Phone ____/____/____ Email: _____

IS THIS REQUEST FOR COMMERCIAL PURPOSES? (circle one) YES NO

Under the Illinois Freedom of Information Act, I hereby request (check one) ___ **a copy**, or ___ **to inspect**, the following records (*list records sought to be inspected, or attach to request, include Police Report # if known*):

Date/Time Records Requested: _____
Month Day Year Time

Signature of individual making request: _____

Acknowledgement of Receipt (please print legibly): I, _____, hereby verify that I received copies of, or have inspected those records requested, on the date so noted in compliance with provisions of the Illinois Freedom of Information Act.

Signature: _____ Date: _____

Attach to this request for the file, copies of all documents provided to requestor, or provided for inspection.

FOR OFFICE USE ONLY

This FOIA request was submitted on: _____ Fee: _____

This FOIA request was received on: _____ By: _____

Response to this FOIA Request due: _____ Notification By/Date: _____

Requested records provided on: _____ By: _____

The requested records have been reviewed and are appropriate for release under the guidelines of the Illinois Freedom of Information Act except as described in Village response letter.

List names and titles of all persons authorizing denial and specify exact section of the Illinois FOIA, which applies:

Signature of Freedom of Information Act (FOIA) Officer: _____ Date _____

Check One: USPS mailed. Email Picked Up

The requested records were presented or inspected by requestor at (location): _____

or mailed by USPS at _____, on _____
(Time) (Month) (Day) (Year)