



Village of Homer Glen
 Village Clerk
 14240 W. 151st Street
 Homer Glen, IL 60491
 Phone: (708) 301-0632
 Fax: (708) 301-8407
 Email: FOIA@homerglenil.org

**REQUEST FOR PRODUCTION OF RECORDS
 UNDER THE ILLINOIS FREEDOM OF INFORMATION ACT**

Please print

Requester's Name: _____ Date: _____

Requester's Address: _____

City, State, Zip Code: _____

Phone Number(s): _____ (cell) _____

Fax: _____ E-mail: _____

Name of person for whom records are being requested (if not Requester):

Is this request for a commercial purpose? Yes No

REQUEST *(please be specific and detailed)*

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

Signature of Requester: _____

*Are you requesting a waiver or reduction of copying fees? Yes No

If you answered yes, what is the purpose of this request?

OFFICE USE ONLY			
Request # _____	Date received _____	Response Due Date _____	
Request forwarded to: _____		Received _____	Staff Time _____
Request for waiver (if requested):		Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Requester Notified: <input type="checkbox"/>		In person <input type="checkbox"/>	Mail <input type="checkbox"/>
		Telephone <input type="checkbox"/>	E-mail <input type="checkbox"/>
		Fax <input type="checkbox"/>	
Notes: _____			

*Note: There is no copying fee for the first 50 black and white letter or legal sized copies. Additional copies - 15¢ per page, color copies - 20¢ per page, oversized copies, recording medium (compact disk, tape, DVD) when applicable, actual cost of production. Certified copies - \$1.00 each.