

**REQUEST FOR PUBLIC RECORDS  
TO VILLAGE OF GLENCOE**

**To: FOIA Officer**

**1. Request for Records**

I request the following public records (attach separate sheets as necessary):

Records Requested	Inspect	Copy	Certified
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**2. Agreement to Pay Fees**

- A. Unless I have requested and received a waiver of fees, I will pay all fees for the public records copied or certified at my request, as set forth in the Village of Glencoe’s FOIA Rules and Regulations.
- B. I request a waiver of any applicable fees for copying public records. In support of my request, I hereby certify that I will gain no significant personal or commercial benefit from the public records described in this request and that my principal purpose in making this request is to benefit the general public by disseminating information concerning the health, safety, welfare, or legal rights of the general public in the following specific manner:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3. Purpose of Request**

Is this request for a commercial purpose? (circle one) Yes / No

A request is for a commercial purpose if you intend to use the records, or the information derived from the records, for sale, resale, solicitation, or advertisement for sales or services. Requests by news media, or by non-profit, scientific or academic organizations are not considered to be for a commercial purpose under certain circumstances specified in Section 2(c-10) of the Illinois Freedom of Information Act.

**Under Section 3.1(c) of the Freedom of Information Act, it is a violation of the Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose.**

**4. Request for Delivery**

\_\_\_ I request that copies of the requested public records be sent to me by e-mail at the e-mail address in Section 5 below.

\_\_\_ I request that copies of the requested public records be mailed to me at the address in Section 5 below. I will pay the actual postage for mailing before the records are mailed. It would be unduly burdensome for me to pick up the requested records at the Village Hall because:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ I do not request delivery of any of the requested public records. I will pick up the records.

**5. Requester**

A. Name of Requester: \_\_\_\_\_

B. Address for Responses, Decisions, and Communications:  
\_\_\_\_\_  
\_\_\_\_\_

C. Telephone number: \_\_\_\_\_

E. E-mail address: \_\_\_\_\_

**6. Signature of Requester**

By signing this Request, I acknowledge and represent that I have been given the opportunity to review, and that I understand, the Village of Glencoe's FOIA Rules and Regulations and that all of the information I have provided in support of this request is true and accurate.

\_\_\_\_\_  
Signature of Requester

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Printed name of Requester

\_\_\_\_\_, 20\_\_\_\_  
Date