



# VILLAGE OF GLENCOE

## FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022  
p: (847) 835-4111 | [info@villageofglencoe.org](mailto:info@villageofglencoe.org) | Follow Us: @VGlencoe

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[www.villageofglencoe.org](http://www.villageofglencoe.org)

### Public Records Request Form

This is a fillable PDF form. You may complete the form electronically and e-mail a saved copy to [foiaofficer@villageofglencoe.org](mailto:foiaofficer@villageofglencoe.org) or print and mail, fax or deliver the form to the department listed at the end of this form.

#### Section A: Request for Records

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

Records Requested (Description of Documents/Files Name(s))	Inspect	Hard Copy	Certified Mail	Email
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(**DEFINITIONS:** *Inspect:* View documents/files at Village Hall. *Hard Copy:* Pick up physical copies of documents/files at Village Hall. *Certified Mail:* Hard copies mailed (fees may apply). *Email:* Receive copies via e-mail.)

#### Section B: Agreement to Pay Fees

Unless I have requested and received a waiver of fees, I will pay all fees for the public records copied or mailed at my request, as set forth in the Village of Glencoe's FOIA Rules and Regulations. Yes ☐ No ☐

If no, I request a waiver of any applicable fees for copying or mailing 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:

#### Section C: Purpose of Request

Is this request for a commercial purpose 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.**

## Section E: Requester Information

Name of Requester: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Section F: 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: \_\_\_\_\_ Date: \_\_\_\_\_

**Please e-mail, mail, fax or deliver this form with any supporting material to:**

Village Manager's Department  
Village of Glencoe  
675 Village Court  
Glencoe, Illinois 60022

Phone: (847) 835-4114 | Fax: (847) 835-9880 | E-mail: [foiaofficer@villageofglencoe.org](mailto:foiaofficer@villageofglencoe.org)

FOR INTERNAL USE ONLY
Date Received: _____
Date Due: _____