



Village of Hodgkins
8990 Lyons Street, Hodgkins, Illinois 60525
Freedom of Information (FOIA) Request form

Date

Business Name:

Contact person:

Street Address:

City: State: Zip Code

Daytime Phone:

E-Mail:

Records Requested: Please provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages if necessary.

Do you want copies of the documents? Yes No

Electronic copies will issued in PDF format to the e-mail listed above.

Is this request for a Commercial Purpose? Yes No

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for commercial purpose, if requested to do so by the public body. 5 ILCS 140.31(c)).

Are you requesting a fee waiver? Yes No

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request and whether the principal purpose of the request is to access or disseminate information regarding the health, safety, and welfare or legal rights of the general public. 5 ILCS 140/6(c)).

The reason(s) for not providing the above records (or portion of records) was:

Of records requested, copies of the records were provided to or made by the individual making request:

Signature of Employee:

Date Completed: