

# REQUEST FOR PUBLIC RECORDS

## Freedom of Information Act (FOIA)

TO: VILLAGE CLERK  
Village of Third Lake  
87 N Lake Ave  
Third Lake, IL 60030

Phone: 847-223-8422  
Fax: 847-223-9356  
E-mail: info@thirdlakevillage.com

FROM: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City State Zip  
\_\_\_\_\_  
E-mail Address

### **SPECIFIC DESCRIPTION OF REQUESTED RECORD(S):**

(NOTE: Requests may be exempt under the provision of the Freedom of Information Act (FOIA.)

Is this request being made for commercial purpose?  Yes  No

**(NOTE: 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 A COMMERCIAL PURPOSE.)**

Please indicate if you wish to inspect the above referenced record(s) and/or what type of copies you would like to receive:

Inspection  Printed Copy  Electronic Copy  Certified Copy

Fees:

First 50 pages of (standard B & W copies) – No Charge

Additional pages (standard B & W copies) - \$0.15 per page

Color Copies – Actual cost of duplication

Other recording medium (disc, flash drive) – Actual cost of duplication

Certification of document - \$1.00 per record

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**FOR CLERK'S OFFICE USE ONLY**

**Date Received:** \_\_\_\_\_ **Date Response Due:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**My signature confirms that I have received the response to my Freedom of Information Request.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature