

**FOIA Request For Public Records
Instructions and Information**

VILLAGE OF NORTHBROOK

**REQUEST FOR PUBLIC RECORDS
INSTRUCTIONS AND INFORMATION**

- A. In Section 1, describe the public records you wish to inspect or to have copied. Be precise about what records you seek. You may attach a separate sheet if necessary.
Indicate whether you want only to inspect the public records at Village Hall or whether you want copies of the public records.
- B. By submitting this Request Form, you are agreeing to pay, in advance of receiving copies of any public records, applicable copying and certification fees. Please review the Northbrook Code of Ordinances for more information.
The fees in Section 2.A may be waived or reduced by the FOIA Officer if the FOIA Officer determines that the purpose of your request is primarily to benefit the general public and that you will receive no significant personal or commercial benefit from your request. If you wish to be considered for a fee waiver or reduction, you must complete and sign the statement in Subsection 2.B.
- C. In Section 3, you must state the purposes for which you are requesting the public records.
- D. You must provide the information requested in Section 5.
- E. You must sign the statement set forth in Section 6.

The Village will respond to requests for records on this Request Form within 21 Business Days after the receipt of this Request Form for all requests made for commercial purposes or by a Recurrent Requestor, and within five Business Days for all other requests, unless the applicable response period is extended as provided by law or the request is denied. All extensions and denials will be in writing and will state the reasons therefor. The Requester may seek review of a denial by the Public Access Counselor of the Office of the Illinois Attorney General. A request made for a commercial purpose is only subject to review by the Public Access Counselor for the limited purpose of reviewing the Village's determination that the request was made for a commercial purpose. Judicial review is available under Section 11 of the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* For more detailed information, please see the Northbrook Code of Ordinances.

**REQUEST FOR PUBLIC RECORDS
TO THE VILLAGE OF NORTHBROOK**

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 Northbrook Code of Ordinances.
- 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 all of the information I have provided in support of this request is true and accurate.

Signature of Requester

Printed name of Requester

_____, 20_____
Date