



Village of South Jacksonville Freedom of Information Request

301 Dewey Drive • South Jacksonville IL, 62650

Phone: 217-245-4803 • Fax: 217-245-5641



****Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request. ****

-OFFICE USE ONLY-

FOIA# _____

Date Received _____ FOIA Start Date _____ Due Date _____

Extension Requested _____ New Due Date _____

Request Submitted by: E-mail U.S. Mail Fax In Person

The Freedom of Information Act is an act in relation to access to public records. The Act allows us **five (5) business days, excluding weekends and holidays**, to comply with your request. If your request is denied, you will be notified by mail of the reason for denial. If your request is approved, you will be notified when your information is available. The first fifty (50) pages are free for black and white copies. There is a .15 cent fee for each additional copied page of information. The Village requires payment of fees prior to the copying of voluminous requests. Otherwise, fees are payable upon receipt of the documents.

To assist the search pertaining to your request and to help us determine your right to access, please complete the information as requested below.

Your Name (Please Print)

Street Address

City/State/Zip Code

Telephone Number

E-mail (optional)

Fax (optional)

Information Requested

Records Requested: *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** or **NO**

Do you want Electronic or Paper Copies? _____ If you want Electronic Copies, in what format? _____

Is this request for a Commercial Purpose? **YES** or **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 a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver? **YES** or **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)).

Your Signature

Date Requested