OFFICE USE ONLY:
Date Received Stamp

REQUEST FOR PUBLIC RECORDS

REQUESTOR: _____

ADDRESS: _____

_____

TELEPHONE: _____ FAX: _____ EMAIL: _____

DESCRIPTION OF REQUESTED RECORD:

_____

_____

Please indicate if the requested records are **for a commercial purpose**: ☐ Yes ☐ No

Please indicate if you wish to inspect the above-captioned records or would like copies[1] and if the documents must be certified. Please further Indicate if you would like the information electronically (if available).

☐ Inspection ☐ Copy ☐ Certified ☐ Email (if available)

☐ Accident Report ($5.00/report)

TO BE COMPLETED BY THE VILLAGE:

Initial Response to Requestor Due Date:_____

Request Received by (Employee/Department):	Date	Request forwarded to (Employee/Department):	Date

Please indicate if the requested was approved or denied ☐ Approved ☐ Denied

SUMMARY OF RESPONSE (attach all correspondence and copies):

_____

_____

Name and title of responding employee: _____

Date returned to FOIA Officer_____ Date of response by FOIA Officer_____

Manner of response_____ Receipt acknowledged_____

[1] The Village of Streamwood complies with all State laws regarding copyrights, provision of records, and copying costs.