



VILLAGE OF HOFFMAN ESTATES

Freedom of Information Request

Please call 847-882-9100 for appropriate department fax number

Requester (please print): _____

Submittal Date: _____

Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____ @ _____

Records Sought: (please be as specific as possible) _____

Preferred method to receive documents (please circle): fax mail email inspect pick-up

(if a delivery method is not selected your request will be sent by regular mail)

Is this request for commercial purposes (selection required*)? Yes No

* If nothing is indicated we will assume this is a commercial request giving us 21 days to complete. Additionally, 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 140.3.19(c))

Signature of Requester

NOTE: When you submit a FOIA request, your information becomes public record. The department will respond to or deny non-commercial requests for public records within five (5) working days after receipt. There is a .15 cent charge (per page) for requests exceeding 50 pages (up to 11"x17"). For color or abnormal sizes an additional fee will apply. There is a \$5.00 fee for traffic accident reports; a photo ID is required.