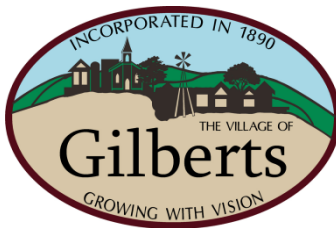


**FOR OFFICE USE ONLY**  
Date Received: \_\_\_\_\_  
Received By: \_\_\_\_\_  
Fee: \_\_\_\_\_



VILLAGE OF GILBERTS  
Kelly Mastera, FOIA Officer  
87 Galligan Road  
Gilberts, Illinois 60136  
(847) 428-2861 Fax (847) 428-2955  
info@villageofgilberts.com

**REQUEST FOR PUBLIC RECORDS (FOIA REQUEST)**

Name of Requester: \_\_\_\_\_

Organization (if any): \_\_\_\_\_

Requester's Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

How would you like to receive your response?

Email                      US Mail\*                      In Person\*                      Fax

\* No charge for first 50 pages.

Is this request for a Commercial Purpose?                      Yes                      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                      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)).*

Records Requested (Provide as much specific detail as possible. You may attach additional pages, if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Village will disclose the public records requested on this Request Form within five working days after the receipt of this Request Form (or 21 days for a Commercial Purpose Request), unless the time 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 therefore. A denial may be appealed to the Public Access Counselor within 60 working days after the date of the Notice of Denial. 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 consult the Municipality FOIA Policy, which is available from the FOIA Officer.