



FREEDOM OF INFORMATION ACT (FOIA) REQUEST FORM

Michelle Niemeyer
Building Department FOIA Officer
Village of Oak Lawn
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Oak Lawn, IL 60453
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DATE: _____

FOIA #2016: _____

This is a request for information under the Illinois Freedom of Information Act, 5 ILCS 140/1, *et seq.* I request that a copy of the following documents or documents containing the following information be provided me:

Choose one:

- Inspect documents in person. Copies of documents: First 50 copies are free then \$0.15 per page 5 ILCS 140/6.
 Yes No I am willing to pay fees for this request up to a maximum of \$_____. If more than this limit, inform me first.
 This is a commercial request. The Village must produce this request within a reasonable period considering the size and complexity of the request up to 21 business days.

Any attempt to procure a public record for a commercial purpose without disclosing that the use is for a commercial purpose constitutes a violation of the Act warranting a fine.

Name: _____	Company: _____
Address: _____	
Telephone: _____	Fax: _____
Email: _____	

Received by: _____	FOIA #2016: _____
Forward to (Department): _____	Completion Date: _____

FOIA COMPLETION: NOTE: All copy fees must be paid in full before the requested information is released.	
Requestor Contacted: _____	Copy Fees: _____
Sent by US Mail: _____	Email: _____
Faxed: _____	Received in person: _____
COMPLETED BY: _____	

