

# VILLAGE OF OAKWOOD

email: [oakwood-village@comcast.net](mailto:oakwood-village@comcast.net) Fax: 217-354-4255

**\*\*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\*\***

Name and Address of Public Body receiving request: \_\_\_\_\_

Date requested: \_\_\_\_\_

Request submitted by: \_\_\_\_\_ Email \_\_\_\_\_ US Mail \_\_\_\_\_ Fax \_\_\_\_\_ In Person

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

Street Address \_\_\_\_\_

City/State/County/Zip(required) \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Fax \_\_\_\_\_

Records Requested: provide specific detail 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 (circle)

*(The agency can charge for the time it takes to search for records and for duplication of those records. If an agency estimates that the total fees for processing your request will exceed \$25, it will notify you in writing of the estimate and offer you an opportunity to narrow your request in order to reduce the fees. If you agree to pay fees for a records search, you may be required to pay such fees even if the search does not locate any releasable records.)*

Is this request for a Commercial Purpose? YES or NO (circle)

*(Its 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 (circle)

*(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).*