

**REQUEST FOR INFORMATION FROM
THE VILLAGE OF PEORIA HEIGHTS
UNDER THE ILLINOIS FREEDOM OF INFORMATION ACT**

Please print legibly.

Name: _____

Street Address: _____

Village/State/Zip: _____

Phone (home): _____ Phone (work/cell): _____

I hereby request to *inspect* the following records: _____

I hereby request *copies* of the following records: _____

This information is requested for commercial purposes (please circle one): **YES** **NO**
Commercial purposes denotes requesters seeking to use part or all of the public records for sale, resale or solicitation or advertisement for sales or services.

Month, day, year, and time records are requested: _____

Signature of individual making request: _____

I hereby verify that I received on the date so noted those records requested which are available for inspection under the Illinois Freedom of Information Act.

Signature: _____ Date: _____

For Official Use Only

The records so requested have been reviewed and are appropriate for release under the guidelines of the Illinois Freedom of Information Act.

Except for the following records: _____

Reason access was denied to records listed on previous page (list names and titles of all persons authorizing denial and specify exact section of the Illinois FOIA which applies): _____

Signature, title, and department of employee reviewing records:

_____ Date: _____

The records so requested were presented to such individual for inspection at

_____ on the _____ day of _____, _____.

Time

Date

Month

Year

Signature, title, and department of employee presenting records for inspection:

Fee(s) Collected (explanation):

Notes/Comments: _____
