

Freedom of Information Act Request

**** ** Note to Requester:** This form is designed to provide you with helpful guidance on how to submit a FOIA request to the Village of Louisville IL. You do not need to use this form. You may submit a FOIA request in any written format that you choose. You should retain a copy of your FOIA request for your files. ******

Date Requested: _____ **Request Submitted By:** ___ Email ___ U.S. Mail ___ Fax ___ In Person

Name of Requester: _____

Street Address: _____ **Apartment, Suite, Etc.** _____ **City** _____

State/Province: _____ **ZIP / Postal Code:** _____

Email Address (Optional): _____ **Fax (Optional)** _____

Telephone (Optional): _____ **Email Address (Optional)** _____

Records Requested:

Do you want to receive copies of the documents? _____ **Yes** _____ **No**

Do you want paper copies or electronic copies? _____ **Paper** _____ **Electronic**

If you want electronic copies, please indicate the format in which you would like to receive them: (The Village of Louisville, IL will provide documents in the electronic format requested, if feasible.)

Or, do you want to review documents at the City Hall? _____ **Yes** _____ **No**

Is this request for 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 it is 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 a waiver of 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).