



# FREEDOM OF INFORMATION ACT (FOIA) REQUEST FORM

Date Received: \_\_\_\_\_

Date Due: \_\_\_\_\_

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

Date Requested: \_\_\_\_\_ Request Submitted by:  E-mail  U.S. Mail  Fax  In person

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

Street Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

Telephone (Optional): \_\_\_\_\_ Fax (Optional): \_\_\_\_\_ E-mail (Optional): \_\_\_\_\_

**Records Requested:** Provide as much specific detail as possible to help identify the information that you are seeking. Additional pages may be attached, if necessary. Please note, 911 recordings must be requested through the Public Safety Dispatch Center at 847-587-3100, or Glenview Dispatch Center at 847-729-7926.

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

Is this request to be used for Commercial purposes?  Yes  No

*Pursuant to Section 5 ILCS 140.3.1(c) of the Freedom of Information Act, it is a violation of FOIA for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for commercial purposes. Each request for a public record or category of public records made in violation of this requirement (whether made as part of a single, or multiple written requests) shall be subject to a fine of \$750, and such other penalties allowed by law.*

Please indicate the format in which you would like to receive these documents?

I will inspect these records at the  Village Hall  Police Department during regular business hours (posted on <https://www.lindenhurstil.org/>)

I request to receive hard copies of these records  In Person  via U.S. Certified Mail.

I agree to pay any applicable fees for copies, as set by the below fee schedule:

First 50 pages (letter or legal-size) are free. Additional pages are \$.15 each for black & white or color copies.

Photographs/DVD/CD are \$.50 each. If photographs need to be reproduced by an outside vendor, the charge will be the actual cost of reproduction.

I request electronic copies sent to the e-mail address above, if possible.

I request the records in electronic format in the following medium (if feasible), and I agree to pay the actual cost incurred by the Village for the media purchase; for example, CD, DVD, flash drive: \_\_\_\_\_

I request certification of the copies provided.

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).*

By signing, I agree to pay the stated fees to the Village in advance. I hereby certify and affirm that the above information is true and correct.

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Name of Requester

Date

The Public Body will disclose the public records requested on this form within 5 business days of this received request (or such other time as permitted by the Act for Commercial Purpose, Recurrent, and Voluminous Requests), 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 reason therefor.

If you wish to contest a denial, you must submit a signed, written Request for Review to the Public Access Counselor within 60 calendar days after the denial. Include a summary of the facts supporting the allegation, and submit the original F.O.I.A. response, either electronically ([publicaccess@ilag.gov](mailto:publicaccess@ilag.gov)) or by mail, according to 5 ILCS 140/99.5(a);

5 ILCS120/3.5(a).

PAC – Office of the Attorney General - Attn: Leah Bartelt

500 South Second Street, Springfield, IL 62701

Telephone: 1-877-299-3642

- Report in Full
- Full Denial
- Denial in Part

**Denial in Part:**

- 5 ILCS Section 7(1)(b) – Private Information.
- 5 ILCS Section 7(1)(A) – Disclosure is prohibited by Federal or State law, rule or regulation.
- 5 ILCS Section 7(1)(c) – Constitute clearly unwarranted invasion of personal privacy.
- 5 ILCS Section 7-2.15 (c) – Constitute arrest report or history record information not required to be disclosed.
- 5 ILCS Section 7(1)(d) –(i) – Interfere with a pending or actually and reasonably contemplated law enforcement proceedings.
- 5 ILCS Section 7(1)(d)-(ii) – Interfere with active administrative enforcement proceedings.
- 5 ILCS Section 7(1)(d)-(iii) – Create a substantial likelihood that a person would be deprived of a fair trial or impartial hearing.
- 5 ILCS Section 7(1)(d)-(iv) – Unavoidably disclose the identity of a confidential source, confidential information furnished only by a confidential source, or persons who file complaints with or provide information to administrative, investigative, law enforcement, or penal agencies, except for traffic accident and rescue reports.
- 5 ILCS Section 7(1)(d)-(v) – Disclose unique or specialized investigative techniques and disclosure would result in demonstrable harm to the Village.
- 5 ILCS Section 7(1)(d)-(vi) – Would endanger the life or safety of law enforcement personnel or other person.
- 5 ILCS Section 7(1)(d)-(vii) – Obstruct an ongoing criminal investigation.

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Date/Time Received: \_\_\_\_\_ Response Due By: \_\_\_\_\_

Submitted By:  E-mail     U.S. Mail     Fax     In-Person    Received By: \_\_\_\_\_

Fees Applied: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_  Cash     Check Number: \_\_\_\_\_

Extension Required?  Yes     No    Due Date After Extension: \_\_\_\_\_

**Final Disposition:**

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\_\_\_\_\_

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