

FREEDOM OF INFORMATION REQUEST FORM

VILLAGE OF OAK BROOK
 Freedom of Information Officer
 1200 Oak Brook Road
 Oak Brook, IL 60523
 630-368-5058 Phone
 630-368-5057 FAX

Date: _____
FOR OFFICE USE ONLY:
 Due: _____
 Completion: _____

Name: (Please Print) _____
 Address: _____

Daytime Phone: (Provide at least one) Home: _____ Office: _____ Cell: _____
 E-mail _____ address: _____

Representing: _____
 Signature: _____

I hereby request the following records. I am describing them in detail, and I will use the reverse side if necessary, or attach a separate sheet of paper.

Please indicate if you wish to inspect the above referenced record(s) and/or what type of copies you would like to receive:

- I will inspect these records at the Village Hall.
- I request copies of the records and agree to pay the appropriate fee (as indicated below, per Ordinance G-578). I hereby request:
 _____ Printed copy
 _____ Electronic Copy _____ e-mail _____ CD/DVD _____
 _____ Certified Copy (I agree to pay \$1.00 for each document certified, which is in addition to the cost per page.)

THE VILLAGE OF OAK BROOK HAS (5) WORKING DAYS TO RESPOND TO YOUR REQUEST.
 If additional time is needed, you will be notified of the Village's intent to respond within five working days after receipt of the request as permitted under the Act.

IS THIS REQUEST BEING MADE FOR COMMERCIAL PURPOSES?*

Yes - **If yes, the Village has 21 days to respond to your request** No

**NOTE: It is a violation of the Freedom of Information Act (5 ILCS 140/3.1) for a person to knowingly obtain a public record for a Commercial purpose without disclosing that is it for a commercial purpose.

<p>8½"x11", 8½"x14" First 50 pages free Black & White \$0.10/page Color copies \$0.15/page</p>	<p>11" x 17" Black & White \$0.15/page Color \$0.25/page</p>	<p>CD/DVD's \$0.50/disc</p>	<p>24" x 36" Black & White \$1.00/sheet Color \$5.00/sheet</p>	<p>Charges for Village records in book or pamphlet form shall be assessed based on the costs shown. Should any material require duplication by an outside source, the charges will be based upon the cost of said reproduction.</p>
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