



**OFFICIAL REQUEST FORM
INSTRUCTIONS AND INFORMATION**

1. Personal information requested on the Official Request Form is mandatory and must be provided to allow the Village to contact you regarding your request should it be necessary.
2. Describe the public records that you wish to inspect or receive copies of or certified copies, and be specific as to the records that you seek.
3. Review the fee structure set forth on the Fee Structure Page. By submitting and signing the Official Request Form, you agree to pay to the Village, in advance, any and all fees incurred by the Village in copying and certifying the documents you have requested. The fees may be waived or reduced by the Freedom of Information Officer upon a determination that waiver or reduction is in the public interest in that it is for the health, safety, welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit. A fee reduction or waiver will only be considered if a notation is made on the Official Request Form.
4. Fill in the document description and your purpose for requesting the Public Document. Such information is mandatory and assists the Freedom of Information Officer in locating the document(s) requested.
5. If you requested copies of certified documents, indicate whether you want those records mailed or whether you will pick them up at Village Hall. All fees must be paid prior to any records being mailed or picked up.
6. You must sign the statement set forth on the Official Request Form

The Village will disclose the public records requested on this Request Form within five business days after the receipt of this Request Form for most requests made. For commercial purposes, the Village will respond within twenty-one business days, unless the applicable response period is extended as provided by law or the request is denied. All extensions and denials will be in writing and will state the reasons therefore. The requestor may seek review of a denial by the Public Access Counselor of the Office of the Illinois Attorney General. Judicial review of a denial is available under Section 11 of the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* For more detailed information, please consult the Village of Machesney Park Rules and Regulations for Implementation of the Illinois Freedom of Information Act, which are available from the Freedom of Information Officer.

***Freedom of Information Officer
300 Roosevelt Road
Machesney Park, IL 61115
(815) 877-5432 – FAX: (815) 637-7557***

Written Request for Inspection or Copying of Public Records

Name: _____

Address: _____

Email Address: _____

Telephone #: _____

Date of Request: _____

Please specify the public record(s) you are requesting and indicate whether you wish to inspect the copies or receive a copy of such record(s). Also, identify those public records which are to be certified.

COPY _____

INSPECT _____

CERTIFY _____

The Village of Machesney Park will respond to the above request within five (5) working days from the above date unless one or more of the seven (7) reasons for an extension of time provided for in 5 ILCS 140/ 3(d) of the Act are invoked by the Village.

Signature