

**FREEDOM OF INFORMATION REQUEST FOR PUBLIC RECORDS**  
**VILLAGE OF LAKE ZURICH**  
**OFFICIAL REQUEST FORM**

**INSTRUCTIONS AND INFORMATION**

- a. In Section 1, describe the public records that you wish to inspect or to have copied or certified. Please be precise about what records you seek. You may use a separate sheet if necessary. Indicate if you wish to inspect the public records or if you are requesting a copy or certified copy of the public records by checking the appropriate spaces.
- b. By submitting this Request Form, you are agreeing to pay to the Village, in advance of receiving copies of any public records, the copying and certification fees set forth in Section 2. The fees set forth in Section 2 may be waived or reduced by the Freedom of Information Officer on determination and proof that the purpose of your request is primarily to benefit the general public and that you will receive no significant personal or commercial benefit from your request. If you wish to be considered for a fee waiver or reduction, you must complete and sign the statement set forth in Subsection 2.B.
- c. You must provide the information in Section 3.
- d. The Village will not mail copies of public records except upon satisfactory proof that it would be unduly burdensome for you to inspect or pick up the copies at the Village Hall and then only upon advance payment of the actual cost of postage. If you wish to request mailing of the requested records, you must complete and separately sign the statement set forth in Section 4.

The Village will disclose the public records requested on this Request Form within 21 Business Days after the receipt of this Request Form for all requests made for commercial purposes, and within five Business Days for all other requests, 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 therefor. The Requestor may seek review of a denial by the Public Access Counselor of the Office of the Illinois Attorney General. Judicial review 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 Lake Zurich Rules and Regulations for Implementation of the Illinois Freedom of Information Act, which are available from the Freedom of Information Officer.

To: **FREEDOM OF INFORMATION OFFICER**      **Village of Lake Zurich, 70 East Main Street, Lake Zurich, Illinois 60047**  
**Lake Zurich Police Department, 200 Mohawk Trail, Lake Zurich Illinois 60047**  
Phone: (847) 540-3251      Fax: (847) 438-5966

**1. Request for Records**

I request the following public records of the Village:

Records Requested:

inspect    copy    certify

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**2. Agreement to Pay Fees**

A. Unless I have requested and received a waiver under Subsection B of this Section, I will pay the following fees for the public records copied or certified at my request:

1. Copies – 8½ x 11 or 8½ x 14, Black and White	
First 50 pages	free
Additional pages	\$0.15 per side
2. Other types of records with set fees	actual cost
3. Certification	\$1.00 per record plus copy cost

I agree that I will pay the actual charges that the Village incurs in connection with the copying services, and that the fees stated in items 1 through 3 above will not apply, if: (i) the Village must use an outside vendor to copy a public record that is not 8½ x 11 or 8½ x 14, Black and White; or (ii) the requested records are of a type not listed above. I further agree that the fees stated in items 1 through 3 above will not apply if the fee for the requested records is otherwise fixed by statute. If the requested records are produced on an electronic medium, I agree to pay the actual cost of purchasing the medium.

B. Are you requesting a fee waiver?

Yes      No

If YES, you must acknowledge the following:

I request a waiver of the fees set forth in Subsection A above, and in support of my request I hereby certify that I will gain no significant personal or commercial benefit from the public records herein requested and that my principal purpose in making this request is to benefit the general public by disseminating information concerning the health, safety, welfare, or legal rights of the general public in the following specific manner:

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### 3. Purpose of Request

Yes      No

Is this request for Commercial Purposes?

Pursuant to Section 3.1(c) of the Freedom of Information Act, it is a violation of the Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose. 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.

### 4. Method of Delivery

I will pick up the requested public records in person at the Lake Zurich Police Department, 200 Mohawk Trl., Lake Zurich, IL 60047.

I request email delivery of the requested public records to the email address below. Please note: Video files cannot be emailed.

I request that the Village mail copies of the requested public records to me at the address set forth in Section 5 below. I hereby agree to pay the actual postage for mailing before the records will be mailed. It would be unduly burdensome for me to pick up the requested records because: \_\_\_\_\_

### 5. Requestor

#### A. Name of Requestor:

You are not required to provide your name or photo ID; however, failure to do so will result in redaction of the records to the fullest extent permitted by law. Requests for information about a person other than the requestor require proper authorization allowing release of the information.

#### B. Name of person for whom records are being requested (if not Requestor): \_\_\_\_\_

#### C. Address for Responses, Decisions and Communications:

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#### D. Telephone Numbers of Requestor:      Day: \_\_\_\_\_

#### E. Email Address: \_\_\_\_\_

### 6. Signature of Requestor

By signing this Request, I acknowledge and represent that I have reviewed, and that I understand, the Village of Lake Zurich Rules and Regulations for Implementation of the Illinois Freedom of Information Act and that all of the information provided in support of this request is true and accurate.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date