



REQUEST FOR PRODUCTION OF RECORDS

Office Use Only: Date filed _____ Date due _____ Date finished _____

According to the provisions of the Freedom of Information Act of 1984, I hereby request production of the following records that I am describing in detail. If necessary, I will use the back of this form or attach a separate sheet. ****SEE NOTE.**

Check which of the following apply:

- I will inspect these records at the Village Hall.
- I request copies of the records and agree to pay any applicable fee(s).
- Please certify the requested records. I agree to pay \$3.00 for each document certified, in addition to the regular applicable fee(s).

Name _____
 Address _____
 Phone _____
 Signature _____

I am the owner of the property in question: Yes No

Unless otherwise notified, your request for public records will be compiled within seven (7) working days after its receipt.

NOTE: Pursuant to Section 140/7(1)(b) of Chapter 5 of the Illinois Compiled Statutes regarding privacy rights, any firm or agent researching property which does not legally belong to them, will need to concurrently submit a notarized statement of authorization from the proprietor permitting review of the requested property records.