

**VILLAGE OF LIBERTYVILLE
LAKE COUNTY, ILLINOIS**

FREEDOM OF INFORMATION ACT REQUEST FORM

Instructions

1. For a detailed explanation of the record request process, please review the Village of Libertyville "Rules and Regulations for Implementation of the Illinois Freedom of Information Act" available from the Assistant Administrator for the Village.
 2. Complete Sections I and II of this form. In Section II, describe in detail the public records sought. Be as specific as possible and use a separate sheet of paper if necessary.
 3. You must sign the statement set forth in Section IV.
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I. Identification of Requestor

Name of Requestor: _____

Records being requested for (if not Requestor): _____

Address for Responses, Decisions and Communications:

Phone #'s: Day () _____ Evening () _____

II. Records Requested

I hereby request that the following public records of the Village of Libertyville be:

_____ Made available for inspection, _____ Copied, _____ Certified

Provide description of records, names of parties, address(es), or case numbers as applicable:

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III. **Agreement to Pay Fees**

Unless a waiver is requested and approved pursuant to Section 5(c) of the Rules and Regulations for Implementation of the Illinois Freedom of Information Act, I agree to pay the fees for all public records copied or certified at my request pursuant to the Village of Libertyville Rules and Regulations for Implementation of the Illinois Freedom of Information Act.

IV. **Signature of Requestor**

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

Signature of Requestor

Date

Mail or Deliver this request to:

**Assistant Administrator
Village of Libertyville
118 W. Cook Avenue
Libertyville, IL 60048-2090**

The Village will disclose the public records requested on this Request Form within seven (7) working days after the receipt of this Request Form, unless the seven-day 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. A denial may be appealed to the Village President within fourteen (14) working days after the date of the Notice of Denial. All appeals must be in writing. Judicial review is available under Section 11 of the Illinois Freedom of Information Act, 5 ILCS 140/11. *For more information, please consult the Village of Libertyville Rules and Regulations for Implementation of the Illinois Freedom of Information Act, which are available from the Assistant Administrator.*

Freedom of Information Act Request Tracking Sheet

Request Received by the Village of Libertyville, Lake County, Illinois:

Date: _____ Time: _____ AM / PM

Received by : _____ Mail delivery _____ Personal delivery during business hours
_____ Fax delivery _____ Personal delivery after business hours

File Name: _____

Response Date (7 working days after date rec'd): _____

Extension Date: _____

Village Employee receiving request:

Name: _____ Title / Department: _____

Request Approved by: _____

Dept.(s) forwarded to: _____ Date: _____
_____ Date: _____
_____ Date: _____
_____ Date: _____

Employee Processing Request:

Name: _____ Department: _____

Date Completed & Returned to Administration: _____ # of Pages forwarded: _____

Additional comments: _____

NOTE: Responses must be returned to the Assistant Administrator's Office no later than (2) business days prior to the response date indicated above.

Total Number of Pages: _____ Amount Due: _____ PAID: _____

Information Received by: _____ Date: _____

Address: _____ Phone #: _____