



Village of Third Lake
87 North Lake Avenue
Third Lake, IL 60030
(847) 223-8422

REQUEST FOR PUBLIC RECORDS

Freedom of Information Act (FOIA)

TO: VILLAGE CLERK
Village of Third Lake
87 N Lake Ave
Third Lake, IL 60030

Phone: 847-223-8422
E-mail: info@thirdlakevillage.com

FROM: _____
Name _____
Street Address _____
City _____ State _____ Zip _____
E-mail Address _____

SPECIFIC DESCRIPTION OF REQUESTED RECORD(S):

(NOTE: Requests may be exempt under the provision of the Freedom of Information Act (FOIA).)

Is this request being made for commercial purpose? ☐ Yes ☐ No

(NOTE: IT IS A VIOLATION OF THE FREEDOM OF INFORMATION ACT FOR A PERSON TO KNOWINGLY OBTAIN A PUBLIC RECORD FOR A COMMERCIAL PURPOSE WITHOUT DISCLOSING THAT IT IS FOR A COMMERCIAL PURPOSE.)

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

☐ Inspection ☐ Printed Copy ☐ Electronic Copy ☐ Certified Copy

Fees:

First 50 pages of (standard B & W copies) – No Charge

Additional pages (standard B & W copies) - \$0.15 per page

Color Copies – Actual cost of duplication

Other recording medium (disc, flash drive) – Actual cost of duplication

Certification of document - \$1.00 per record

FOR CLERK'S OFFICE USE ONLY

Date Received: _____ **Date Response Due:** _____

Comments: _____

Date: _____

My signature confirms that I have received the response to my Freedom of Information Request.

Printed Name

Signature