

VILLAGE OF CRESTWOOD, ILLINOIS

REQUEST FOR PUBLIC RECORDS REPRODUCTION AND CERTIFICATION

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1.1, the below-signed requestor submits the following request for records to the Village of Crestwood, Illinois:

- ☐ Check here if this request is to be used for a commercial purpose. **NOTICE: it is a violation of the Illinois Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that purpose here.**

Signature: _____

Print Name: _____

Organization: _____

Address: _____

Telephone Number: _____

Email address (if you prefer to receive responses
via email): _____

Date: _____

Possible Fees: Pursuant to Village Ordinance No. 2001 (2010), there is no charge for copies of the first 50 pages of black and white letter or legal size documents. Thereafter, the Village charges 15 cents per page for each letter or legal size copy. The fee for color copies or copies in a size other than letter or legal are \$.50 per page for internally generated documents, and the actual costs for copies sent to outside copying services. The cost for certifying a record shall be \$1.00 for each record certified. The cost for the certification of multi-page records shall be \$1.00 for each certification. The cost for multiple certifications of the same record shall be \$1.00 each.

For Completion by Village of Crestwood:

Date Received: _____ Response due: _____