



290 Evergreen Drive · Vernon Hills, IL 60061-2999 · 847-367-3700

**FREEDOM OF INFORMATION REQUEST FORM**

\*\*\*Photocopies, faxes or e-mail can not be accepted\*\*\*

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City State & Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Request for:      Inspection/Review       Copies       Certified Copies

**Requested Information:** (PLEASE IDENTIFY SPECIFIC PERSONS, PROJECT NAMES, LOCATIONS, ADDRESSES, DATES, DOCUMENTS AND OTHER INFORMATION IN DETAIL)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Schedule of Fees:**

- \$ .25 per 8½"x11" photocopied page of information
- Photos and documents larger than 8½"x11" will be reproduced at market rate.
- \$2.50 for first certified document, and
- \$1.00 for each certified document after the first
- \$30.00 per video tape and \$20 per audio tape
- Village produced documents at cost (i.e. Personnel Rules)

**Submit this request to the Village of Vernon Hills, 290 Evergreen Drive, Vernon Hills, Illinois, 60061. The Village of Vernon Hills will respond to your request within 7 working days unless the Village invokes one or more of the seven (7) reasons for an extension of time provided for in Section 3(d) of the Freedom of Information Act.**

I, \_\_\_\_\_ hereby certify that the information and records requested will not be used for the purpose of furthering any commercial purpose and are to be used for the following purposes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*FOR OFFICIAL USE ONLY\*\*\*\*\*

Date Rec'd: \_\_\_\_\_ Routed To: \_\_\_\_\_

Fees: \_\_\_\_\_ Disposition: \_\_\_\_\_

\_\_\_\_\_