



290 Evergreen Drive, Vernon Hills IL 60061-2904 847-367-3700

**FREEDOM OF INFORMATION REQUEST (FOIA) FORM**

Name: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Do you wish to: (Please Check) \_\_\_\_\_ Inspect \_\_\_\_\_ Receive a copy

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

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

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 5 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.

Will the requested information be used for commercial purposes? Yes \_\_\_\_\_ No \_\_\_\_\_

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

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Date Received: \_\_\_\_\_

Routed to: \_\_\_\_\_

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

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