



Village of Channahon Request for Records

Date of Request

Requester's Name

Requester's Full Address

Phone Number

Fax Number

Email Address

Records Requested (Describe below the public records you are requesting. Please be sure to provide as many specific details as possible to ensure identification of all records being requested. Additional pages may be attached):

Format of Requested Documents

Electronic Copies

Paper Copies

Delivery Method of Requested Documents

Email

U.S. Mail

Pickup

Is this request for Commercial Purposes?

Yes No

(Pursuant to 5 ILCS 140.3.1(c), it is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body.)

Are you requesting a fee waiver?

Yes No

(Pursuant to 5 ILCS 140/6(c), if you are requesting a fee waiver from a public body, you must attach a statement regarding the purpose of the request and whether the principal purpose of the request is to access or disseminate information regarding the health, safety, welfare, or legal rights of the general public.)

Copying Fees: First 50 pages of black and white, letter, and legal-size copies are free. Each additional page is \$0.15 cents per page. Additional charges may apply depending on each request.

FOR OFFICE USE ONLY

Date Request was received

Date Request is due

Responding FOIA Officer

Date completed