

VILLAGE OF RICHMOND  
REQUEST FOR PUBLIC RECORDS  
PURSUANT TO THE FREEDOM OF INFORMATION ACT

Name of Requestor: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Description of requested records: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Commercial Purpose:  Yes  No

5 ILCS 140/2(c-10): Commercial purpose: "any part of a public record or records or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services." Additionally, 21 business days, are allowed by statute, to process commercial requests.

Please indicate one of the following:

Inspection  Copy  Both  Certified Copies

Submit request to: Freedom of Information Officer  
Village of Richmond  
5600 Hunter Drive  
Richmond, IL 60071

|                                   |                         |
|-----------------------------------|-------------------------|
| _____ Date Received               | _____ Date Response Due |
| _____ Date Approved               | _____ Date Denied       |
| _____ Date Records Made Available | _____ Copy Charges      |

First 50 pages free, thereafter .15cents per copy; certification is \$1.00 per document, payable in advance. Non-commercial purpose requests, will be processed within 5 business days.

*This form is provided, by the Village of Richmond, as a courtesy.*