

**VILLAGE OF MUNDELEIN**

300 Plaza Circle • Mundelein, IL 60060  
Phone (847) 949-3200 • Fax (847) 949-0143 • www.mundelein.org



**FREEDOM OF INFORMATION ACT  
REQUEST FOR RECORDS**

DATE: \_\_\_\_\_

Name (please print): \_\_\_\_\_

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

Address: \_\_\_\_\_ City, State, ZIP \_\_\_\_\_

Telephone: \_\_\_\_\_

I hereby request production of the following public records, described in detail as follows (use the reverse side if necessary): \_\_\_\_\_

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

Check which of the following apply:

- I will inspect these records at the Village Hall.
- I request copies of the following records and agree to pay the appropriate fee\* upon receipt. If requesting copies of all records listed above, state "all". \_\_\_\_\_

\*There is no charge for the first 50 pages. After 50 pages, the copy fee is 15 cents per page.

- The documents requested will be used for a commercial purpose.
- The documents requested will not be used for a commercial purpose.

\_\_\_\_\_  
*Signature*

**MAIL OR FAX REQUEST TO ADDRESS ABOVE, ATTENTION: FOIA OFFICER**

<b>For Office Use Only:</b>	
Number of copies made: _____ x .15 = \$ _____	<input type="checkbox"/> Paid
Inspection only on _____	
Date of compliance, if different than above _____	Processed by _____