



## Village of Mundelein

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# FREEDOM OF INFORMATION ACT (FOIA) REQUEST FOR RECORDS

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

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

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

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

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

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.

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

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The documents requested will be used for a commercial purpose.

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

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

**MAIL, E-MAIL, OR FAX YOUR REQUEST USING THE CONTACT INFORMATION PROVIDED ABOVE.  
ATTENTION: FOIA OFFICER**

***For Office Use Only:***

Number of copies made: \_\_\_\_\_ x .15 = \$ \_\_\_\_\_  Paid

Inspection only on \_\_\_\_\_

Date of compliance, if different than above \_\_\_\_\_ Processed by \_\_\_\_\_