

Village of Wayne City

FOIA Request Form

Name of Public Body Receiving Request:

Address of Public Body Receiving Request:

Date Requested: _____

Request Submitted By: E-mail US Mail Fax In Person

Name of Requester: _____

Address of Requester: _____

Telephone (Optional): _____

Records Requested: (Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.)

How do you want the documents delivered:

Pick-Up (Provide Phone # to call for Pick-Up: _____)

Fax (Provide Fax # _____)

E-Mail (Provide Email Address: _____)

Is this request for a Commercial Purpose? YES or NO

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

Are you requesting a fee waiver? YES or NO

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access to disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)).