Village of Inverness
Freedom of Information Request
1400 Baldwin Road, Inverness, IL 60067
Phone: 847/358-7740  Fax: 847/358-8774
E-mail: foia@inverness-il.gov

Requester (please print): __________________________

Name: ____________________________________________

Company Name (if applicable): ________________________

Address: __________________________________________

Phone: __________________________  Fax: ______________________

E-mail: __________________________  @ ______________________

Date: ________________

Records Sought (please be as specific as possible, incl. address, dates/timeframe, type of records, etc.):
________________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Preferred method to receive documents (please check box): □ fax  □ mail  □ email  □ inspect  □ pick-up
(if a delivery method is not selected, your request will be sent by regular mail)

Is this request for commercial purposes (selection required*)?  ○ Yes  ○ No
*If nothing is indicated we will assume this is a commercial request giving us 21 days to complete. Additionally, 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))

____________________________
Signature of Requester
_________________________________________________________________________________________________

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FOIA REQUEST # ______________

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(Effective 06/2019)