

**VILLAGE OF CHERRY VALLEY
OFFICIAL REQUEST FORM
INSTRUCTIONS AND INFORMATION**

1. The information requested in Section 1 is mandatory and must be provided to allow the Village to contact you regarding your request.
2. In Section 2 describe the public records that you wish to inspect or receive copies or certified copies, and be specific as to the records that you seek. Use a separate sheet, if necessary.
3. Review the fee structure set forth in Section 3. By submitting and signing this Request Form, you agree to pay to the Village, in advance, any and all fees incurred by the Village in copying and certifying the documents you have requested. The fees may be waived or reduced by the Freedom of Information Officer upon a determination that waiver or reduction is in the public interest in that it is for the health, safety, welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit. A fee reduction or waiver will only be considered if Section 3.B of the Request Form is completed.
4. In Section 4, fill in the information requested regarding the purpose of the request. Such information is mandatory and assists the Freedom of Information Officer in determining whether a fee reduction or waiver is warranted and whether a request is for a commercial purpose. Pursuant to Section 3.1(c) of the Freedom of Information Act, it is a violation of the Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose.
5. If you requested copies or certified documents, indicate whether you want those records mailed or whether you will pick them up at Village Hall. All fees must be paid prior to any records being mailed or picked up.
6. You must sign the statement set forth in Section 6.

The Village will disclose the public records requested on this Request Form within 21 business days after the receipt of this Request Form for all requests made for commercial purposes, and within five business days for all other requests, unless the applicable response period is extended as provided by law or the request is denied. All extensions and denials will be in writing and will state the reasons therefore. The requestor may seek review of a denial by the Public Access Counselor of the Office of the Illinois Attorney General. Judicial review of a denial is available under Section 11 of the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* For more detailed information, please consult the Village of Machesney Park Rules and Regulations for Implementation of the Illinois Freedom of Information Act, which are available from the Freedom of Information Officer.

To: Freedom of Information Officer
Village of Cherry Valley
806 E. State Street
Cherry Valley, IL. 61016

1. Requestor

A. Name of Requestor: _____

B. Name of person for whom records are being requested (if not the requestor):

C. Contact Information:

Address for Responses, Decisions, and Communications:

Day Telephone Number: _____

Evening Telephone Number: _____

E-mail: _____

2. Request for Records

I request the following public records of the Village:

| Records Requested | <u>inspect</u> | <u>copy</u> | <u>certify</u> |
|-------------------|----------------|-------------|----------------|
| _____ | — | — | — |
| _____ | — | — | — |
| _____ | — | — | — |
| _____ | — | — | — |
| _____ | — | — | — |
| _____ | — | — | — |
| _____ | — | — | — |

3. Agreement to Pay Fees

A. Unless I have requested and received a waiver under Subsection B of this Section, I will pay the following fees for the public records copied or certified at my request:

| | |
|---|--|
| Black and white copies (letter or legal size) | No charge/1 st 50 pages \$0.10/page thereafter |
| Colored copies | \$0.20/page (police depart) |
| Certification | \$1.00 |
| Maps (zoning, comprehensive plan or others) | \$30/large, \$15/small |
| Village Code Book | Purchase from MCC |
| Comprehensive Zoning Plan/Book | \$10/entire plan/book |
| Mailing | Cost of postage |

I agree that for requested records that are not of a type listed above, the fees assessed will be the Village's actual cost for reproducing the record, including fees for paying an outside vendor to copy the record or fees for purchasing electronic medium in order to copy an electronic record. I further agree that the fees stated above will not apply if the fee for the requested record is otherwise determined by statute.

B. I request a waiver of the fees set forth in Subsection A above, and in support of my request I hereby certify that I will gain no significant personal or commercial benefit from the public records herein requested and that my principal purpose in making this request is to benefit the general public by disseminating information concerning the health, safety, welfare, or legal rights of the general public in the following specific manner:

4. Purpose of Request

Please check Yes or No for each of the following questions:

| | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| A. I am requesting the public records identified in Section 1 above to use the records, or the information derived therein, for sale, resale, solicitation, or advertisement for sales or services. | ___ | ___ |
| B. I am, or represent, news media or a non-profit, scientific or academic organization. | ___ | ___ |
| C. The principal purpose of this Request for Public Records is to access and disseminate information concerning news and current or passing events. | ___ | ___ |
| D. The principal purpose of this Request for Public Records is for articles of opinion or features of interest to the public. | ___ | ___ |
| E. The principal purpose of this Request for Public Records is academic, scientific, or public research or education. | ___ | ___ |

5. Delivery Method

___ I request that the village mail copies of the requested public records to me at the address set forth in Section 5 below. I hereby agree to pay all applicable fees and the actual postage for mailing before the records will be mailed.

___ I will pick up the requested public records at the Village Hall. I hereby agree to pay all applicable fees when picking up the records.

6. Signature of Requestor

By signing this Request, I acknowledge and represent that I have reviewed, and that I understand, Village of Cherry Valley's Rules and Regulations for Implementation of the Illinois Freedom of Information Act and that all of the information provided in support of this request is true and accurate.

Date: _____

Signature of Requestor

VILLAGE OF CHERRY VALLEY
ACKNOWLEDGMENT OF INSPECTION
OR RECEIPT OF PUBLIC RECORDS

To: _____

Pursuant to your request for the inspection, copying, or certification of certain Village public records dated _____, you have been provided with the right to inspect, or copies of, the following public records in accordance with the Illinois Freedom of Information Act:

The Village has received \$ _____ from you in the form of cash, a cashier's or certified check, or a money order, in payment of all fees related to your request.

Dated: _____, 20____

THE VILLAGE OF CHERRY VALLEY

By: _____
Freedom of Information Officer

TO BE COMPLETED BY REQUESTOR

I, _____, hereby acknowledge that I have been provided with the right to inspect or copies of the public records listed above on _____. In the event that I have been denied the right to inspect or copy other public records, this acknowledgment will not in any way affect my right to appeal the denial.

Signature of Requestor

STATE OF ILLINOIS)
)
COUNTY OF WINNEBAGO) SS.

PROOF OF SERVICE

I, _____, being duly sworn on oath, state that on this _____ day of _____, _____, on or about the hour of _____ .m., I personally delivered or mailed the foregoing document entitled “_____” by:

___ Personally handing it to the person to whom it is addressed.

___ Delivering it to the property located at:

which property is believed by me to be the residence, office, or other location of the person to whom the document is addressed.

___ Placing it in an envelope addressed to the person to whom it is addressed at the address to which it is addressed and depositing said envelope, with proper postage affixed, in the United States post office or mail box located at:

Signed: _____

Subscribed and sworn to before me this _____ day of _____, 20__.

NOTARY PUBLIC