

# VILLAGE OF SAN JOSE

## FREEDOM OF INFORMATION ACT REQUEST FORM

Please email, mail or drop-off this completed form to the Village of San Jose

**Attention: Public Information Officer, 309 S. 2<sup>nd</sup>, San Jose, Illinois 62682**

Please note that fees may be charged for: information mailed to requestors, DVD, CD and oversized document duplication.

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth (if subject in police records): \_\_\_\_\_

Is this a request for commercial purposes? ( ) Yes ( ) No

### RECORDS SOUGHT:

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

**Note: Freedom of Information Act requests will be processed in the order they are received and within five business days. When additional time is required to process a request, the Freedom of Information Officer may file an extension of up to an additional five business days. In the case that a request is denied, a requestor can file a Request for Review with the Illinois Attorney General's Public Counselor within 60 calendar days.**

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

### **FOIA OFFICER ONLY:**

FOIA Officer Reviewing Request: \_\_\_\_\_

Date Received On: \_\_\_\_\_ ( ) Granted ( ) Denied

Date Request Filled: \_\_\_\_\_

Date Extension Letter Sent: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

Date Denial Letter Sent: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_