

FREEDOM OF INFORMATION REQUEST



All requests for copies or inspection of public documents under the Freedom of Information Act must use the fillable FOIA request form below.

Name of Public Body Receiving Request: _____

Address of Public Body Receiving Request: _____

Date Requested: _____

Request Submitted by: Email US Mail Fax In Person

Name of Requester: _____

Street Address: _____

City/State/Zip: _____

Telephone (optional): _____ Email (optional): _____

Fax (optional): _____

RECORDS REQUESTED: Provide as much specific detail as possible so the public body can identify the information that you are seeking.

Do you want copies of the documents? Yes No

Do you want: Electronic Copies Paper Copies

Electronic Copies, in what format? _____

Is this request for a Commercial Purpose? Yes No

Are you requesting a fee waiver? Yes No

Form can be mailed, faxed, or hand delivered to:

Anne Hanson
Village of Roscoe
PO Box 283
10631 Main Street
Roscoe, IL 61073

Fax 815-623-1360