



# FREEDOM OF INFORMATION ACT REQUEST FORM

Village of New Lenox  
1 Veterans Parkway  
New Lenox, IL 60451  
815-462-6400  
815-462-6449(fax)  
www.newlenox.net

## NEW LENOX

### CONTACT INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

email \_\_\_\_\_

Phone Number \_\_\_\_\_

### INFORMATION REQUESTED

Date(s) of record(s) or document(s) sought:

Department, Board or Commission from which the record(s) are sought.

Describe as specifically as possible the record(s) or document(s) sought:

Is your request for public record(s) for a commercial purpose?  Yes  No

The Freedom of Information Act allows a public body to determine if public records are requested for a commercial purpose. Section 2(c-10) of the Act defines commercial purpose:

“Commercial purpose” means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a “commercial purpose” when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education. (5 ILCS 140/2 (c-10))

How do you wish to view the records?

In Person  Paper Copy  Electronic Format

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date of Request

A fee to cover the cost of copying records, but not to include the cost of an employee's time to research and copy the records, will be charged at the following rates: The first 50 pages of black and white 8 ½ x 11, 8 ½ x 14 size paper are free; documents over 50 pages are 15 cents per page. Pages larger than 11 x 17 are \$3.00 per page. CDs and DVDs are \$2.00. Certified copies are an additional \$1.00 per document. Printed photographs are \$1.00 each.

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Date Response Due