



290 Evergreen Drive, Vernon Hills IL 60061-2904 847-367-3700

FREEDOM OF INFORMATION REQUEST (FOIA) FORM

Name: _____

Company: _____

Address: _____

Telephone: _____ E-mail: _____

Do you wish to: (Please Check) _____ Inspect _____ Receive a copy

Requested Information: (PLEASE IDENTIFY SPECIFIC PERSONS, PROJECT NAMES, LOCATIONS, ADDRESSES, DATES, DOCUMENTS AND OTHER INFORMATION IN DETAIL.)

Submit this request to the Village of Vernon Hills, 290 Evergreen Drive, Vernon Hills, Illinois, 60061. The Village of Vernon Hills will respond to your request within 7 working days unless the Village invokes one or more of the seven (7) reasons for an extension of time provided for in Section 3(d) of the Freedom of Information Act.

Will the requested information be used for commercial purposes? Yes _____ No _____

Date: _____ Signature: _____

*****FOR OFFICE USE ONLY*****

Date Received: _____ Routed to: _____
Fees: _____ Disposition: _____