

Village of Bartlett  
228 S. Main Street  
Bartlett, IL 60103-4495  
Phone 630-837-0800  
Fax 630-540-5436  
[www.village.bartlett.il.us](http://www.village.bartlett.il.us)



Date Received: _____
Date Due: _____
Ext. _____
F.O.I.A LOG NUMBER _____

**Request for Public Records under the "Freedom of Information Act"**

\_\_\_\_\_  
Requestor's Name (Please Print)

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

\_\_\_\_\_  
Mailing Address (Please Print)

I wish to: Inspect only Receive Copy Both  
(Please Circle One)

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

I wish to have these copies certified  
(Please Circle One) Yes (\$1.00 fee)  
No

\_\_\_\_\_  
(Area Code) Phone Number (Home)

I wish to be contacted when my request is ready by:  
(Please Circle One) Home Phone  
Work Phone  
Mail

\_\_\_\_\_  
(Area Code) Phone Number (Work)

\_\_\_\_\_  
Fax Number

*The Agency will respond to your request within FIVE (5) working days.*

**X REQUESTOR'S SIGNATURE**

**DESCRIPTION OF PUBLIC RECORD** (Please be as specific as possible identifying the document(s) or information you are seeking).


Is the information requested to be used for Commercial Purposes? Yes No  
(Please Circle One)

**(To be completed by agency).**

**RESPONSE:**

Your request has been approved \_\_\_\_\_  
Your request has been denied \_\_\_\_\_

Please see the attached letter of explanation \_\_\_\_\_

This request has been prepared:

By: \_\_\_\_\_  
Name & Title

Date: \_\_\_\_\_

**FEES:**

Less than 50 pages No Charge  
\_\_\_\_\_ pages @ .15 ea \_\_\_\_\_  
\_\_\_\_\_ pages (oversize) \_\_\_\_\_  
\_\_\_\_\_ Certification Fee @ \$1.00 \_\_\_\_\_

Total Due \_\_\_\_\_

I HAVE RECEIVED THE COPIES OF THE DOCUMENTS I REQUESTED

\_\_\_\_\_  
(Requestor's Signature)

\_\_\_\_\_  
(Date)

FREEDOM OF INFORMATION REQUEST  
VILLAGE FEES:

THE FIRST 50 PAGES FOR BLACK AND WHITE, LETTER OR LEGAL SIZED PAGES, SHALL BE PROVIDED FREE OF CHARGE.

THE CHARGE FOR ANY ADDITIONAL BLACK AND WHITE, LETTER OR LEGAL SIZED PAGES SHALL BE \$0.15 PER PAGE.

THE CHARGE FOR COPIES IN COLOR, OR IN A SIZE OTHER THAN LETTER OR LEGAL, WILL BE THE VILLAGE'S ACTUAL COST FOR REPRODUCING SAID COLORED OR OVERSIZED RECORDS.

BLUEPRINTS 18 X 24"	\$3.00 PER PAGE
BLUEPRINTS 24 X 36"	\$5.00 PER PAGE
BLUEPRINTS 42 X 48"	\$7.00 PER PAGE

THE CHARGE FOR CERTIFYING RECORDS SHALL BE \$1.00, WHICH IS **IN ADDITION TO THE COPYING FEE.**

THERE WILL BE NO FEES FOR THE INSPECTION OF RECORDS