

YOU MAY REQUEST PUBLIC RECORDS

The Illinois “Freedom of Information Act” gives you the right to inspect and copy public records received and maintained by the Village unless those records are exempt from disclosure under the law.

In order to request public records, you may obtain a “Request for Public Records” form from the Village Manager’s office. Please complete the form, describing with particularity the records you wish to inspect or copy.

Records will be made available between the hours of 9:00 A.M. and 4:00 P.M., Monday through Friday, at the office of the Village Manager.

There is no fee for the first 50 pages copied, except for commercial purposes. Thereafter, the fee is .15¢ per page (effective January 27, 2010) for all records copied by the Village pursuant to a request made under the Act.

Village of Hazel Crest
Request for Public Records

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

Date of Request: _____

Please describe here the public records you are requesting. In order to expedite the search for the records, please be as specific as possible.

The Village will respond to this request within five (5) business days or twenty-one (21) business days for commercial purposes.

Signature of person making request

(for Office Use Only)

- _____ Police
- _____ Fire/Building
- _____ Public Works
- _____ Community & Economic Development
- _____ Manager's Office

Due Date: _____ Date Completed: _____