Village of Beach Park
11270 W. Wadsworth Road
Beach Park, IL 60099

FREEDOM OF INFORMATION ACT (FOIA) REQUEST FORM

Purpose of FOIA Request: ☐ General ☐ Commercial

Requester Name: _____

Organization (if applicable): _____

Address: _____

Telephone #: _____ Mobile Phone #: _____

Fax #: _____ Email: _____

Request Submitted Via: ☐ In-Person ☐ Fax ☐ Mail

Preferred Method of Response/Delivery: ☐ In-Person ☐ Fax ☐ Mail ☐ Email

Records Requested: (Please be specific. You may attach additional pages, if necessary.)

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The Village of Beach Park will reply to your request following the regulations established under the Illinois Freedom of Information Act (5 ILCS 140).

_____ _____

Signature Date

VILLAGE OF BEACH PARK FOIA REQUEST

Any person requesting records of the Village of Beach Park may make such a request via the following methods:

- Email: info@villageofbeachpark.com
- Fax: 847-746-1797
- Mail: FOIA Officer
  Village of Beach Park
  11270 W. Wadsworth Road
  Beach Park, IL 60099
- In-Person: Village Hall
  11270 W. Wadsworth Road
  Beach Park, IL 60099

Please specify in particular the records requested to be disclosed and copied. If you desire that any records be certified, you must indicate that in your request and specify which records must be certified.

The fees for any such records, if the person requesting the records wishes them to be copied, are as follows:

- First 50 pages, black and white, letter or legal size copies, no cost.
- Each additional page, black and white, letter or legal, actual cost to $0.15.
- Electronic records will be formatted subject to reimbursement of recording medium costs.
- Color copies or copies in a size other than letter or legal shall be reimbursed to actual costs.
- The cost to certify a record will be $1.00.

Records may be furnished without charge or at a reduced charge, as determined by the Village, if the person requesting the document states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit.