

WRITTEN REQUEST FOR INSPECTION OR COPYING OF PUBLIC RECORDS
VILLAGE OF HAMMOND

Name of person making request: _____

Address of person making request: _____

Telephone number of person making request: _____

Date of request: _____

Is request for commercial purposes? (yes/no) (if yes, see Form II-M) – It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for commercial purposes without disclosing that it is for a commercial purpose.

Are you requesting a fee waiver? (yes/no) If yes, state reason: _____

Describe in detail below the public records you are requesting and state whether you wish to inspect and/or copy such records. Also, please state whether such public records are to be certified. If you wish to receive the records in a specific electronic format, please describe:

The Village of Hammond will respond to the above request within five (5) working days from the above date unless one or more of the seven (7) reasons for an extension of time provided for in Section 3(e) of the Act are invoked by the Village.

Signature of person making request

[ROUTING OF REQUEST – FOR OFFICE USE ONLY]

FOR COMPLETION BY FOIA OFFICER:

Date Received: _____ Date Response Time Expires: _____

Copy of Request and Attachments Filed: _____

File Folder # for This Request and Date Created: _____

DEPARTMENT OR OFFICE

Village Clerk/Treasurer