

REQUEST FOR PUBLIC RECORDS REPRODUCTION

(To be prepared in duplicate)

**To: Village Clerk and
Village Attorney
Village of Crestwood
13840 S. Cicero Avenue
Crestwood, IL 60445**

Pursuant to the “Resolution prescribing compliance with, and procedures pursuant to, the Freedom of Information Act and promulgating rules and regulations in conformity therewith, “and the prescribed cost of 50 cents for each page reproduced, the undersigned hereby requests a copy of the following designated record and deposits herewith the sum of \$ _____ towards the fees for the requested reproduction:

NOTICE: IT IS A VIOLATION OF THE FREEDOM OF INFORMATION ACT FOR A PERSON TO KNOWINGLY OBTAIN A PUBLIC RECORD FOR A COMMERCIAL PURPOSE WITHOUT DISCLOSING THAT PURPOSE HERE. CHECK HERE:

Signature: _____

Print Name: _____

Organization: _____

Address: _____

Telephone Number: _____

Date: _____

For use of Village Clerk and Village Attorney:

Date Received: _____ **Response due:** _____

Amount received for reproduction as requested:

\$ _____ Cash _____ Check description _____