



## FREEDOM OF INFORMATION ACT REQUEST (5 ILCS 140/) FORM

<b>Date of FOIA Request:</b>							
<b>Name:</b>							
<b>Organization:</b>							
<b>Mailing Address:</b>							
<b>Phone:</b>			<b>Email:</b>				
<b>Is this a Commercial Request?</b>		Yes	No	<b>Is this a Police-Related Request?</b>		Yes	No
<b>Police Report #</b>				<b>Traffic Crash Report #</b>			
<b>Date/Time of Incident:</b>							
<b>Location of Incident:</b>							
<b>List specifically the records being requested in this FOIA regardless of type:</b>							
<b>Document Response Format:</b>		Paper/Mail	Electronic/Email	In-Person Inspection			

**Note:** The Village is not required to compile data that it does not ordinarily maintain, or in a format not ordinarily maintained, or to create new records in response to FOIA requests.

Direct Non-Commercial/Commercial FOIA Requests: [FOIA@pingreegrove.org](mailto:FOIA@pingreegrove.org) | Police FOIA Requests: [FOIA@pingreepolice.org](mailto:FOIA@pingreepolice.org)

**Select a submit button at the top of page to email your completed FOIA request to appropriate area now**

### **Response Time:**

- Non-Commercial and Police FOIA Requests: response will be provided within five (5) business days, beginning the next business day following date of request (legal state or federal holidays are not counted).
- Commercial FOIA Requests: A response will be provided within 21 business days.

### **Fees for Paper Copies**

- No charge for the first 50 pages of black/white, letter or legal sized copies
- Fifteen cents (\$0.15) per page 51+
- Size other than letter or legal, or request for color copies are charged actual cost of reproducing the records.
- An estimate will be given, and confirmation required prior to reproducing.

### **Fees for Electronic Copies Not Maintained in PDF**

- If request is for electronic records and those records are not normally maintained in a portable document format (PDF), the Village may charge up to \$20 for up to 2mb data; \$40 for over 2mb not more than 4mb; \$100 for 4mb+ of data.
- An estimate will be given, and confirmation required prior to reproducing.

### **Fees for Police Records**

- Charge for copy of traffic crash reports is \$5.00. (Requests for photographs or reconstructed crashes have separate fee schedule.)

<b>Office Use Only</b>	<b>FOIA No.</b>		<b>Date Due:</b>		<b>Date Responded:</b>	
<b>Documents Provided:</b>						