



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

Date of FOIA Request:							
Name:							
Organization:							
Mailing Address:							
Phone:		Email:					
Is this a Commercial Request?		Yes	No	Is this a Police-Related Request?		Yes	No
Police Report #				Traffic Crash Report #			
Date/Time of Incident:							
Location of Incident:							
List specifically the records being requested in this FOIA regardless of type:							
Document Response Format:		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 | **Police FOIA Requests:** FOIA@pingreepolice.org

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

Response Time: <ul style="list-style-type: none">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 <ul style="list-style-type: none">No charge for the first 50 pages of black/white, letter or legal sized copiesFifteen 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 <ul style="list-style-type: none">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 <ul style="list-style-type: none">Charge for copy of traffic crash reports is \$5.00. (Requests for photographs or reconstructed crashes have separate fee schedule.)

Office Use Only	FOIA No.		Date Due:		Date Responded:	
Documents Provided:						

Public Access Counselor, Office of the Illinois Attorney General
500 S. 2nd St., Springfield, IL 62701
public.access@ilag.gov

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