



Freedom of Information Request

Village of Morton Grove

Requests for records may be mailed or delivered to:

Village Administrator's Office
6101 Capulina Avenue, Second Floor
Morton Grove, IL 60053
or via fax at 847/965-4162,
or e-mail to FOIA@mortongroveil.org

Date: _____

Check Preferred Method of Delivery:

- Pick-Up Mail
 Fax E-Mail

Name: _____

Address: _____

Telephone: _____

Voice

Fax

E-mail Address: _____

Is this information to be used for commercial purposes? Yes No

Note: It is a violation of the Freedom of Information Act to knowingly obtain a public record for commercial purposes without disclosing it is for a commercial purpose.

Records Requested (please be as specific as possible): _____

Indicate if you wish to inspect the above captioned records or you wish copies made:

- Inspect Copy Both I would like the copies certified

SIGNATURE: _____

Fees for Copying: Black and white letter and legal size copies \$.15 per page (after the first 50 pages). Additional fees will be charged for colored copies, mailed information, DVDs, CDs and oversized documents.

Certification fee: \$1.00 per document

There will be no fee for e-mailed letter or legal sized copies.

For Village Use Only