

**VILLAGE OF POTOMAC**  
**Request for Information Under the**  
**Illinois Freedom of Information Act**

Name (print): \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Person or Entity Represented: \_\_\_\_\_

Public Records Requested (be specific): \_\_\_\_\_

\_\_\_\_\_

Please indicate your preference: Inspect \_\_\_\_\_ Copy \_\_\_\_\_ Both \_\_\_\_\_ Certified? Y / N

Purpose for requesting information: (optional) \_\_\_\_\_  
(If for commercial purpose, must answer)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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***Acknowledgement of Receipt***

I acknowledge that the Village of Potomac has provided me with the above information  
on \_\_\_\_\_.  
Date

\_\_\_\_\_  
Signature

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**OFFICE USE**

Date received: \_\_\_\_\_ Date response due: \_\_\_\_\_

# Pages \_\_\_\_\_ (1<sup>st</sup> 50 free)

Amount Paid \_\_\_\_\_

# Documents Certified \_\_\_\_\_ (\$1 per doc)

Amount Paid \_\_\_\_\_

\_\_\_\_\_  
Signature & title of employee presenting records for inspection.

\_\_\_\_\_  
Date