



Village of Lily Lake

43 W870 Empire Road, Lily Lake Illinois
Phone 630-365-9677 Fax 630-365-9827
clerk@villageoflilylake.org
www.villageoflilylake.org

Mailing address
43 W955 Twilight Lane Ste A, St. Charles, IL 60175

FREEDOM OF INFORMATION ACT REQUEST

Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of you FOIA Request

Send To: Freedom of Information Officer
Village of Lily Lake
43W955 Twilight Lane, Ste A
St. Charles, IL 60175
FAX: 630-365-9827
Email: clerk@villageoflilylake.org

Requested Submitted by: _____

Email U.S. Mail Fax In Person

Date Requested: _____ Name of Requestor: _____

Street Address: _____ City/State/Zip: _____

Telephone Number: _____ Fax (Optional): _____

Email (Recommended): _____

Description of Requested Record(s):

**Provide as much specific detail as possible so the Public Body can identify the public records you are requesting. You may attach additional pages, if necessary.*

Please indicate if you wish to Review documents at the Village Office or Receive a Copy of the public records requested: Review Copy Do you want Electronic Copies (if available) Paper Copies

Is this request for a Commercial Purpose? YES NO (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 it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140/3.1(c))

Are you requesting a fee waiver? YES NO (If you are requesting that the public body waive any fees for copying the documents, you must attached a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c))

Request Completed (requestor sign): _____ Date: _____