



# Village of Lily Lake

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

Mailing address:

43W955 Twilight Lane, Suite 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](mailto: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: \_\_\_\_\_