VILLAGE OF LAKE BLUFF

FOIA REQUEST SHORT FORM

(see next page for instructions regarding this form)

Name of Requester: ____________________________________________________________

Organization/Company: _______________________________________________________

Person whom records are being requested (if not Requester): _______________________

Contact information (provide one):

Address: __________________________________________________________________

Telephone: __________________________________________________________________

E-mail: ___________________________________________________________________

I request the following public records of the Village:

Records Requested                     Inspect  Copy  Certified
__________________________________________  ______  ______  ______
__________________________________________  ______  ______  ______
__________________________________________  ______  ______  ______

On __________________, 20___, I inspected or received a copy of the record described above.

Signature or Requester: ___________________________

Date: _______________, 20___

FOR STAFF USE

Date submitted: ____________________, 20___  Requester provided:

Received by: _____________________________  ____ Proof of identification

Response provided: ____________________, 20___  ____ Proof of residence/ownership

☐  In person  ____ Waiver from client/insured

☐  Email

☐  Fax

☐  Mail

Fee paid (if applicable): $___________
FOIA REQUEST SHORT FORM
INSTRUCTIONS

The FOIA Request Short Form may be used for commonly requested records that do not require a full FOIA request. If a requested record or any portion that record requires redaction or may be exempt for any reason, then the requester should complete a full FOIA Request form.

Requesters must:
1. Complete the Short Form.
2. If necessary, provide the documentation listed below.
3. Sign the Short Form.

Fees: Requesters using the Short Form are subject to the same fee schedule as is applicable to all Freedom of Information Act Requests received by the Village.

Records/Documentation: The Short Form may be used to request the following public records:

Available without additional documentation
- Video of public meeting or event
- Agenda, agenda materials, or minutes of an open public meeting
- Resolution or ordinance adopted by the Village
- Public bidding document (such as plan holder lists, bid tabulations)

Available with proof of identity/ownership
- Plat of survey or subdivision for property owned by Requester
- Certificate of occupancy for property owned by Requester
- Property covenant/license agreement (such as mailbox, driveway) for property owned by Requester
- Permit application submitted by Requester or permits issued to Requester

Available with waiver from client/insured
- Fire department incident reports that involve only the client/insured
- EMS run reports that involve only the client/insured
- Ambulance transfer bill of the client/insured
- Request for insurance information (ambulance) pertaining to the client/insured
- Traffic accident report that involves only the client/insured

Acceptable proofs of identity are:
- Driver’s license
- Passport
- Social Security card

Acceptable proof of ownership of property are:
- Current Village water bill addressed to Requester
- Current property tax bill from County addressed to Requester
- Deed listing requester as grantee

A waiver letter must be signed by the person who is the subject of the report and must state:
- Requester is serving as his or her attorney; or
- The subject person holds an insurance policy with the Requester's company