

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\_\_\_\_

Received by: \_\_\_\_\_

Response provided: \_\_\_\_\_, 20\_\_\_\_

- In person
- Email
- Fax
- Mail

Fee paid (if applicable): \$\_\_\_\_\_

Requester provided:

- \_\_\_\_ Proof of identification
- \_\_\_\_ Proof of residence/ownership
- \_\_\_\_ Waiver from client/insured

## 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