Freedom of Information Act Request to the Village of Steger

Note to Requester: This form is designed to provide you with helpful guidance on how to submit a FOIA request. You do not need to use this form. You may submit a FOIA request in any written format that you choose. You should retain a copy of your FOIA request for your files.

Date Requested:	
Name of Requester:	
Street Address:	
City/State/Zip:	
Telephone (Optional):	E-mail (Optional):
Records Requested: Provid	e as much specific detail as possible to help identify the information that you are seeking. Attach additional pages if necessary.
Do you want to receive c	opies of the documents? YES NO
Or do you want to review	the documents in the Village's Office? YES NO
-	
If you would like to receive	e copies do you want paper copies or electronic copies? Paper Electronic
If you want electronic co	pies, please indicate the format in which you would like to receive them:
The Vi	lage of Steger will provide documents in the electronic format requested, if feasible.
-	nercial purpose? YES NO
	Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is equested to do so by the public body. 5 ILCS 140.3.1(c)
Are you requesting a fee	waiver? YES NO
	any fees for copying the documents, you must attach a statement of the purpose of the request and whether the to access or disseminate information regarding the health, safety and welfare or legal rights of the general public.

Charges:

There is no fee for up to 50 pages of standard paper copies. For pages beyond 50, there is a .15-cent-per-page charge Audio Tapes or C.D.s are \$1.50 each Postage will be charged at the current actual rate