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**FOIA REQUEST FORM**

NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_

PLEASE SPECIFY THE PUBLIC RECORD(S) YOU ARE REQUESTING AND INDICATE WHETHER YOU WISH TO INSPECT THE COPIES OR RECEIVE A COPY OF SUCH RECORD(S). ALSO, IDENTIFY THOSE PUBLIC RECORDS WHICH ARE TO BE CERTIFIED.

COMMERCIAL \_\_\_\_\_ COPY \_\_\_\_\_ INSPECT \_\_\_\_\_ CERTIFY \_\_\_\_\_

THE VILLAG EOF HAMPSHIRE WILL RESPOND TO THE ABOVE REQUEST WITHIN FIVE (5) BUSINESS DAYS FROM THE DATE OF RECEIPT. COMMERCIAL REQUESTS WILL BE RESPONDED TO WITHIN TWENTY-ONE (21) BUSINESS DAYS FROM THE DATE OF RECEIPT.

\_\_\_\_\_  
SIGNATURE

FOR OFFICE USE ONLY:

DATE RECEIVED: \_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_