

**VILLAGE OF ALSIP**

**NOTICE OF PROCEDURE FOR REQUESTING RECORDS**

Requests for public records must be in writing and may be submitted on *FOIA Form 3*, available at:

Village of Alsip

Clerk's Office

4500 W. 123rd Street

Alsip, IL 60803

[www.villageofalsip.org](http://www.villageofalsip.org)

Requests for records should be directed to:

Freedom of Information Officer, Susan Petzel

c/o Clerks Office

4500 W. 123<sup>rd</sup> Street

Alsip, IL 60803

708.385.6902 (X319)

[foia@villageofalsip.org](mailto:foia@villageofalsip.org)

No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies requested. After the first 50 pages, the fee for black and white, letter or legal sized copies shall be 15¢ per page. Actual cost will be charged for other documents not of standard size and for the recording medium (e.g. compact disk, tape, DVD). There is a fee of \$1.00 for certification of copies. The Village may waive or reduce fees if the person requesting the records states the specific purpose for the request and indicates that a waiver or reduction of fees is in the public interest.

VILLAGE OF ALSIP

REQUEST TO INSPECT AND/OR COPY RECORDS

Date: \_\_\_\_\_

To: Freedom of Information Officer/ Susan Petzel  
c/o Clerk's Office  
4500 W. 123<sup>rd</sup> Street  
Alsip, IL 60803  
708.385.6902 (X319)  
foia@villageofalsip.org

I hereby request to inspect copy \* the following records:

*(Please describe requested records as specifically as possible, attaching additional page if necessary.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

There is no copying fee for the first 50 black and white standard-sized copies. The fee for additional copies is 15¢ per page. Actual cost will be charged for copies of documents not of standard size, and for the recording medium (e.g, compact disk, tape, DVD), when applicable. There is a \$1.00 fee for certification of copies.

Is this request for a commercial purpose? Yes No

Are you requesting a waiver or reduction of copying fees? Yes No

If yes, what is the purpose of this request? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Requester's (Printed) Name

\_\_\_\_\_  
Requester's Signature

Address: \_\_\_\_\_

Phone Number \_\_\_\_\_

Name of Business \_\_\_\_\_

DO NOT WRITE IN THIS SPACE

\_\_\_\_\_  
DATE RECEIVED BY VILLAGE OF ALSIP  
BY \_\_\_\_\_

RESPONSE DUE \_\_\_\_\_

NOTIFIED BY PHONE \_\_\_\_\_ MAIL \_\_\_\_\_

DATE \_\_\_/\_\_\_/\_\_\_

**Village of Alsip**

Directory of FOIA Officers

Effective May 8, 2017

Susan M. Petzel - Village Clerk