



**The Village of South Barrington**  
30 S. Barrington Road, South Barrington, IL 60010  
(P) 847-381-7510 (F) 847-381-0024 (E) [FOIA-VH@southbarrington.org](mailto:FOIA-VH@southbarrington.org)

**For Office Use Only**  
Date Received: \_\_\_\_\_  
FOIA #: \_\_\_\_\_

## FREEDOM OF INFORMATION ACT (FOIA) REQUEST FORM

**Requestor's Name:** \_\_\_\_\_  
(First & Last Name)

**Requestor's Company:** \_\_\_\_\_

**Requestor's Address:** \_\_\_\_\_  
(Number, Street, City, State, Zip Code)

**Requestor's Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
(Must provide email address if requesting electronic records)

### Records Requested

Be specific with type of records being requested, include address of property and dates. No assumptions will be made when processing.

**How would you like to receive the requested information:** ☐ Electronic ☐ Paper Copy

**I am the owner of the property for which the records are being requested:** ☐ Yes ☐ No

**Records being requested are for what purpose:** ☐ Non-Commercial ☐ Commercial

### PROCESSING TIMELINES

**Non- Commercial Requests:** non-exempt information will receive a response within (5) business days after receipt of the request, unless additional time is required, as allowed by FOIA.

**Commercial Requests:** non-exempt requests will receive a response within (21) days. It is a violation for a person to knowingly obtain public records without disclosing that it is for a commercial purpose.

For more information on FOIA requests please visit our website at: <https://southbarrington.org/foia-requests/>

### I Would Like To (Check All That Apply):

- ☐ Inspect these records at an arranged time with the FOIA Officer
- ☐ Receive copies of these records at a cost of \$0.15 cents per page for pages in excess of 50 pages  
(Additional fees will be charged for copy service for oversized records and color pages)
- ☐ Obtain certified copies of the records at a cost of \$1.00 per document

\_\_\_\_\_  
**Requestor's Signature**

\_\_\_\_\_  
**Date**

Requests can be submitted electronically by emailing this completed form to: [FOIA-VH@southbarrington.org](mailto:FOIA-VH@southbarrington.org)  
or made in person during regular business hours, Monday-Friday, 8:00am-4:00pm