

VILLAGE OF CARPENTERSVILLE

1200 L. W. Besinger Drive
Carpentersville, Illinois 60110



WRITTEN REQUEST FOR INSPECTION OR
COPYING OF PUBLIC RECORDS

1. Name of Person Making Request: _____

2. Date of Birth of Person of Requested Record: _____

3. Address of Person Making Request: _____

4. Email Address of Person Making Request: _____

5. Date of Request: _____ 6. Contact Number: _____

7. Preferred Method to Receive Records:

() Electronic via FOIA Center

() Inspect

() Pick-up Copies

() Mailed Copies

() Fax

Describe in detail below the public records you are requesting and state whether you wish to inspect and/or copy such records:

The Village of Carpentersville will respond to the above request within five (5) working days from the above date unless one or more of the seven (7) reasons for an extension of time provided in Section 3 (d) of the Act are invoked by the Village.

Signature of Person Making Request

Office Use Records Clerk Initials: