



**VILLAGE OF WHEELING  
FREEDOM OF INFORMATION REQUEST**

Submit an Electronic Request at: [www.wheelingil.gov/Submit-a-Request](http://www.wheelingil.gov/Submit-a-Request)  
or fax to (847) 215-5175 or email to: [foia@wheelingil.gov](mailto:foia@wheelingil.gov)

**I. Identification of Requestor (please print)**

Name:

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Mailing Address:

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Telephone:

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Fax:

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E-Mail Address:

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**II. Request for Records**

I hereby request the right to inspect, or to obtain copies of, the following public records of the Village of Wheeling:

Records Requested (attach additional sheets if necessary):

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**III. Preferred Method of Document Delivery (please check):**

Email/Electronic     Mail (paper copies\*)     Fax     Inspect Only     Pick-Up  
 Certified Copy    *If delivery method is not selected your request will be sent by regular mail.*

\*The Village of Wheeling will supply up to fifty (50) black-and-white pages of requested records NOT intended for a commercial use at no charge to the requestor. I agree to pay for additional copying or certification fees as follows: black & white copies (letter or legal) - \$0.15¢ per page; oversize or color copies – cost of reproduction; Certified copies - \$1.00 per document. *Certain records are exempt from inspection; if a document is exempt, you will be informed. A photo ID may be required to obtain certain documents.*

**IV. Nature of Request**

The Illinois Freedom of Information Act defines the use of any part of a public record “in any form for sale, resale, or solicitation or advertisement for sales or services” as a commercial use\*. The information that I am requesting:

- IS intended for a commercial use
- IS NOT intended for a commercial use

\*if no selection is indicated, we will assume this is a commercial request giving us 21 days to comply. Additionally, it is a violation of the Illinois Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. (5 ILCS 140/3.1(c))

**V. Signature of Requestor**

I understand that the Village of Wheeling will respond to the above (non-commercial) request within five (5) business days unless one or more of the reasons for an extension of time provided for in Section 3(e) of the Illinois Freedom of Information Act are invoked by the Village of Wheeling. By signing and submitting this Request Form, you agree to pay to the Village of Wheeling, in advance of receiving copies of any public records, any copying and/or certification fees to which your request is subject.

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**Signature of Requestor**

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

All requests to inspect, copy or certify public records must be submitted to the Village of Wheeling in writing. All notices and other communications relating to a request to inspect, copy or certify public records, all requests for copies of the FOIA Rules, and all requests for any other information relating to the Village of Wheeling’s implementation of the Illinois Freedom of Information Act, should be directed to:

Primary FOIA Officer  
Village of Wheeling  
2 Community Blvd.  
Wheeling, IL 60090  
Phone (847) 499-9082 • Fax (847) 215-5175

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The foregoing information is provided pursuant to Section 4(b) of the Illinois Freedom of Information Act, 5 ILCS 140/4(b) (2010).

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