

MONTGOMERY TOWNSHIP, ILLINOIS

FREEDOM OF INFORMATION ACT (FOIA) REQUEST FORM

Submit to: 20272 E 300th Ave. Flat Rock, IL 62427 | Email: montgomery20272@gmail.com | Phone: 812-890-2176

1. REQUESTER CONTACT INFORMATION

Full Name:	_____	Date of Request:	_____
Street Address:	_____		
City, State, Zip:	_____	Phone Number:	_____
Email Address:	_____		

2. DESCRIPTION OF REQUESTED PUBLIC RECORDS

Please be as specific as possible. Include dates, titles, file numbers, or types of records sought.

3. REQUEST TYPE & PURPOSE

☐	Inspect records in person (No charge)	☐	Receive copies (Electronic via email)
☐	Standard Request (5 business day response)	☐	Commercial Purpose Request (21 business day response)

Commercial Purpose Note: Under Illinois FOIA (5 ILCS 140/2(c-10)), a commercial purpose means using public records to advance a business, commercial, or profit-seeking enterprise. It is a violation of the 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).

4. SIGNATURE AND ACKNOWLEDGMENT

I certify that the information provided above is true and correct.

Signature of Requester:	_____	Date:	_____
-------------------------	-------	-------	-------

FOR OFFICE USE ONLY

Date Received:		Received By:	
Due Date:		Date Completed:	
Fees Assessed:	\$ _____		