

**Village of Dunlap**  
FOIA Requirements/Procedures

Freedom of Information Request

Village of Dunlap under the Illinois Freedom of Information Act.

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

Name: \_\_\_\_\_

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

City/State/Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

I hereby request to inspect the following records (list records sought. Please be specific)

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The Village of Dunlap will respond to the above request within the appropriate time frame in which the Freedom of Information Act allows:

Signature of person making request: \_\_\_\_\_

**For Official Use Only**

The records requested have been reviewed and are appropriate for release under the guidelines of the Illinois Freedom of Information Act, except for the following records:

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Reasons access was denied to the above records (specify section of the Illinois FOIA which applies):

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The records requested were presented for inspection to the applicant on: \_\_\_\_\_

\_\_\_\_\_ Signature of employee presenting records for inspection

Of the records requested, copies were provided to the applicant on: \_\_\_\_\_

\_\_\_\_\_ Signature of employee presenting records for inspection

Fee collected: \_\_\_\_\_