"A Friendly, Family Community"
VILLAGE OF
JEROME
State of Illinois - Established 1931

Municipal Complex 2901 Leonard Street Springfield, IL 62704
Phone: 217-546-2203 Fax: 217-546-7240
www.villageofjerome.com

FREEDOM OF INFORMATION ACT (FOIA)

REQUEST FORM

FOR OFFICE USE ONLY

Received Date: _____ Time: _____

Received by: _____

Initial Response Due Date: _____

Completed Date: _____

Please type or print your request.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Pursuant to the provisions of the Illinois Freedom of Information Act, I hereby request to

☐ inspect and/or ☐ receive (select one) a copy of the following records:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Signature: _____ Date: _____

Records requested will be made available within five (5) business days from the date of this request. If the Village is unable to respond in five (5) business days, the Village may, for specific reasons, extend its time to respond to your request by five (5) days. The Village and the Requestor may mutually agree to extend the time period for response.

The first fifty (50) pages of any copies are free. After that, a fee of $0.15/page per letter-sized, black & white page applies.

Questions can be directed to the Village Clerk at (217) 546-2203 or via email at jeromeclerk@comcast.net.