

VILLAGE OF SAN JOSE

FREEDOM OF INFORMATION ACT REQUEST FORM

Please email, mail or drop-off this completed form to the Village of San Jose
Attention: Public Information Officer, 309 S. 2nd, San Jose, Illinois 62682
Please note that fees may be charged for: information mailed to requestors, DVD, CD and oversized document duplication.

Requestor: _____ Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Email: _____

Date of Birth (if subject in police records): _____

Is this a request for commercial purposes? () Yes () No

RECORDS SOUGHT:

Note: Freedom of Information Act requests will be processed in the order they are received and within five business days. When additional time is required to process a request, the Freedom of Information Officer may file an extension of up to an additional five business days. In the case that a request is denied, a requestor can file a Request for Review with the Illinois Attorney General's Public Counselor within 60 calendar days.

Received By: _____ Date: _____

FOIA OFFICER ONLY:

FOIA Officer Reviewing Request: _____

Date Received On: _____ () Granted () Denied

Date Request Filled: _____

Date Extension Letter Sent: _____

Reason for Denial: _____

Date Denial Letter Sent: _____

RECEIVED BY: _____