

50 South Emerson Street  
Mount Prospect, Illinois 60056  
[www.mountprospect.org](http://www.mountprospect.org)

Phone: 847/392-6000  
Fax: 847/392-6022  
TDD: 847/392-6064

## Village of Mount Prospect

### REQUEST FOR PUBLIC RECORDS

**FROM:**

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

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

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

**TO:**

Freedom of Information Officer  
Village of Mount Prospect

Village Hall, 50 S. Emerson Street  
847.818.5355 Fax 847.392.6022

Police Department  
112 E. Northwest Highway  
847.870.5655 Fax 847.870.5657

Fire Department  
112 E. Northwest Highway  
847.870.5660 Fax 847.818.5240  
Mount Prospect, IL 60056

ADDRESS/DESCRIPTION OF REQUESTED RECORD(S): \_\_\_\_\_

Please indicate if you wish to inspect the records or wish a copy of them:

\_\_\_ Inspection \_\_\_ Copy: \_\_\_ paper; \_\_\_ electronic

**Charges:** Certifying a document: \$1.00

Copying: From the copy machine - .15 per page after the first 50 pages for black and white,  
letter or legal sized

Oversized: actual cost Color copies: actual cost

Do you wish to have copies certified? \_\_\_\_\_

Is this information to be used for a commercial purpose? yes \_\_\_ no \_\_\_

**Note:** It is a violation of the Freedom of Information Act to knowingly obtain a public record for commercial purposes without disclosing that it is for a commercial purpose.

This request is being made in accordance with the provisions of the Freedom of Information Act, and the undersigned agrees to abide by the requirements of that Act, and to pay all applicable charges involved with the copying of the documents including postage costs.

\_\_\_\_\_  
SIGNATURE

**FOR OFFICE USE ONLY**

Date Received \_\_\_\_\_ Received By: \_\_\_\_\_ Date Response Due \_\_\_\_\_

Date Complied: \_\_\_\_\_ Complied By: \_\_\_\_\_

Notations: \_\_\_\_\_