



City of Monticello Freedom of Information Request Form

****Note to Requester:** Please retain a copy of this request for your files. Should you ever need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request**

Name and Address of Public Body Receiving Request: City of Monticello
210 N. Hamilton
Monticello, Illinois 61856

Date Request Received by the FOIA Officer of the City of Monticello: _____

FOIA Officer Initials: _____

Date Requested: _____

Request Submitted by: (Check one) U.S. Mail Fax In Person

Name of Requester: _____

Street Address: _____

City/State/County Zip: (required) _____

Telephone: (Optional) _____ **Email:** (Optional) _____

Fax: (Optional) _____

Records Requested: (Please provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary).

Do you want copies of the documents? (Circle one) **Yes** **No**

Is there a specific format you wish to receive the copies? (Circle one) **Electronic Copies** **Paper Copies**

If you wish to receive electronic copies, please specify which format you wish to receive the information in (.pdf, .doc, etc). Documents in electronic format may only be received when such records are available in that format.

Is this request for a Commercial Purpose? (Circle one) **Yes** **No**

(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)).

Are you requesting a fee waiver? (Circle one) **Yes** **No**

(If you are requesting that the public body waive any fees for copying the documents, you must submit a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare, or legal rights of the general public. 5.ILCS 140/6(c)).