Village of Sugar Grove
10 S. Municipal Drive
Sugar Grove, IL 60554

Phone (630) 466-4507
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Submit Request | Save Request

For office use only	Date received: _____ Due Date:_____ Extension Date:_____ Due Date:_____ ☐ Fulfilled Date:_____ ☐ Denied Date:_____ Hours: _____
☐ Finance ☐ Public Works ☐ Administration ☐ Police ☐ Community Development	

REQUEST FOR COPIES OF PUBLIC RECORDS UNDER THE ILLINOIS FREEDOM OF INFORMATION ACT

Name of Person Making Request: _____

Is this request for business entity: No ☐ Yes ☐
If yes - Business Name: _____

☐ Address of person/business making request:m

_____
(City) *(State)* *(Zip)*

☐ Phone No:_____ ☐Fax No:_____ ☐ Cell: _____

☐ Email_____

Please indicate by checking the appropriate box the preferable way(s) to contact you.

Please describe the public records you are requesting and state whether you wish to inspect and/or copy such records. Also, please state whether such public records are to be certified. Feel free to use additional sheets if needed.

The Village of Sugar Grove will respond to the above request within five (5) working days from the above date unless one or more exemptions for an extension of time provided for in Section 3(3) of the Act are invoked by the Village. Commercial request will be responded to within thirty (30)working days.

_____
Name of person making request

The first 50 black and white copies (letter or legal size) are free. Copy charges for color reproductions, large scale copies, copies over 50 pages or other medium charges may apply; you will be notified prior to any copies being made of any applicable charges.

Please be advised that on occasion, requests for documents (by their very nature) can be vague and non-specific. You may not know exactly what you are looking for. In those instances, we endeavor to do the very best we can to comply with your request, however, depending on the request, we may misunderstand exactly what it is that you are looking for. If, after reviewing our response, you feel that we have not understood your request or you believe another document or documents may better fulfill your request, please call us and we would be pleased to discuss it with you to attempt to better fulfill your request, if possible. Thank you for your patience and understanding in this regard.

Please note that you are not required to use this form. When this form is submitted via email or fax you will receive a confirmation of receipt. Should you not receive a confirmation please call 630-466-4507.
This form is provided for your use to help assist Village staff in correctly identifying the documents and information you are seeking.