

**VILLAGE OF HINSDALE  
FREEDOM OF INFORMATION  
REQUEST PRODUCTION OF RECORDS**

To: Emily Tompkins, Village Clerk  
Village of Hinsdale, 19 East Chicago Avenue, Hinsdale, Illinois 60521-3431  
Phone: (630) 789-7011 FAX (630) 789-7015  
Email: [etompkins@villageofhinsdale.org](mailto:etompkins@villageofhinsdale.org)

Date: \_\_\_\_\_ I hereby request to inspect  copy\*  following records:  
(Please describe requested records as specifically as possible, attaching additional page if necessary.)

Is this request for a commercial purpose? Yes  No

Are you requesting a waiver or reduction of copying fees? Yes  No  If you answered yes, what is the purpose of this request?

Requester's Contact Information

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: (City, State, Zip) \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

FAX #: \_\_\_\_\_

OFFICE USE ONLY

FOIA # \_\_\_\_\_ DATE REC'D: \_\_\_\_\_ RESPONSE DUE DATE: \_\_\_\_\_

FORWARD REQUEST TO: \_\_\_\_\_

REQUEST FOR WAIVER (IF REQUESTED): APPROVED OR DENIED (CIRCLE ONE) FEE PAID: \_\_\_\_\_

NOTES: \_\_\_\_\_

\* Note: There is no copying fee for the first 50 black and white standard-sized copies. The fee for additional copies is 15¢ per page. Actual cost will be charged for copies of documents not of standard size, and for the recording medium (e.g., compact disk, tape, DVD), when applicable. The Village shall charge \$1 for certifying a record.