

3. **Purpose of Request**

Is this request for Commercial Purposes?

Yes _____ No _____

Pursuant to Section 3.1(c) of the Freedom of Information Act, it is a violation of the Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose. Each request for a public record or category of public records made in violation of this requirement (whether made as part of a single or multiple written requests) shall be subject to a fine of \$750 and such other penalties allowed by law.

4. **Method of Delivery**

___ I will **pick up** the requested public records in person at the Lake Zurich Police Department, 200 Mohawk Trl., Lake Zurich, IL 60047.

___ I request **email** delivery of the requested public records to the email address below. Please note: Video files cannot be emailed.

___ I request that the Village **mail** copies of the requested public records to me at the address set forth in Section 5 below. I hereby agree to pay the actual postage for mailing before the records will be mailed. It would be unduly burdensome for me to pick up the requested records because: _____

5. **Requestor**

A. Name of Requestor: _____

You are not required to provide your name or photo ID; however, failure to do so will result in redaction of the records to the fullest extent permitted by law. Requests for information about a person other than the requestor require proper authorization allowing release of the information.

B. Name of person for whom records are being requested (if not Requestor): _____

C. Address for Responses, Decisions and Communications:

D. Telephone Numbers of Requestor: Day: _____

E. Email Address: _____

6. **Signature of Requestor**

By signing this Request, I acknowledge and represent that I have reviewed, and that I understand, the Village of Lake Zurich Rules and Regulations for Implementation of the Illinois Freedom of Information Act and that all of the information provided in support of this request is true and accurate.

Signature of Requestor

Date