

REQUEST TO INSPECT AND/OR COPY RECORDS

Date: _____

To: Teresa M. Richert, Deputy Clerk
Village of Bradley
147 S. Michigan Avenue
Bradley, Illinois 60915
(815) 932-2125
tmarshert@bradlevil.org or foia@bradlevil.org

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

*There is no copying fee for the first 50 black and white standard-sized copies. The fee for additional copies is 15c 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.

Is this request for a commercial purpose? _____ Yes _____ No

Are you requesting a waiver or reduction of copying fees? _____ Yes _____ No

If yes, what is the purpose of this request? _____

Requester's (Printed) Name

Requester's Signature

Mailing Address

City/State/Zip

Phone Number

Email

DATE/TIME RECEIVED BY THE VILLAGE