REQUEST TO INSPECT AND/OR COPY RECORDS

Date: ____________________________

To: Khamseo (Kym) Nelson, Deputy Clerk
Village of Bradley
147 S. Michigan Avenue
Bradley, Illinois  60915
(815) 932-2125
kbnelson@bradleyil.org or foia@bradleyil.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
_____________________________________

DATE/TIME RECEIVED BY THE VILLAGE          Phone Number
____________________________________   _____________________________________

Email