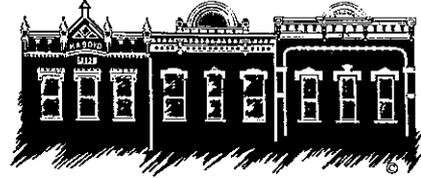


CITY OF MORRISON

200 West Main Street
Morrison, Illinois 61270-2400
Phone 815 / 772-7657
Fax 815 / 772-4291
morrisonil.org



FREEDOM OF INFORMATION REQUEST FORM

PLEASE PRINT:

*NAME: _____

*COMPANY/ORGANIZATION (IF APPLICABLE): _____

*ADDRESS: _____

*TELEPHONE NO.: _____

*DATE OF REQUEST: _____ (DAY 1 OF REQUEST BEGINS THE BUSINESS DATE FOLLOWING)

* INFORMATION REQUESTED IS FOR COMMERCIAL PURPOSES (MARK IF APPLICABLE) [It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body 5 ILCS 140.3.1(c)]

*PURSUANT TO 5ILCS 140/1 ET. SEQ. "FREEDOM OF INFORMATION ACT", I REQUEST THE FOLLOWING PUBLIC RECORD FROM THE CITY OF MORRISON (IN ORDER TO EXPEDITE THE SEARCH FOR THE RECORD, PLEASE BE AS SPECIFIC AS POSSIBLE IN DESCRIBING THE DOCUMENT YOU ARE REQUESTING):

*CHECK WHICH OF THE FOLLOWING APPLIES:

_____ I REQUEST TO INSPECT THESE RECORDS AT CITY HALL OR POLICE DEPARTMENT

_____ I REQUEST COPIES OF THE RECORDS AND AGREE TO PAY IN ADVANCE ACCORDING TO THE SCHEDULE OF FEES (SEE ATTACHED)

*Signature of person making request

***REQUIRED FIELDS**

FOR OFFICE USE ONLY:

DATE DUE: _____ APPROVED: _____ BY: _____

NUMBER OF COPIES: _____ CHARGES: _____ PAID: _____

DENIED: DATE: _____ BY: _____

REASON: _____

METHOD OF RESPONSE: WALK-IN ___ US MAIL: ___ E-MAIL: ___ FAX: ___

**THE CITY OF MORRISON HAS FIVE (5) WORKING
DAYS TO RESPOND TO FOIA REQUESTS**

SCHEDULE OF FEES

If copies are provided, fees for any records requested are: \$.15 for each black & white, 8 ½" x 11" page (larger-sized documents may be charged a higher rate due to complexity and size of the document). Color copies in 8 ½" x 11" size are \$.25 for each page. The first 50 pages, black and white, letter or legal size copies are provided at no cost.

The first certified copy of a death certificate is \$12.00, and \$8.00 for each additional certified copy of a death certificate. The first certified copy of a birth certificate is \$10.00, and \$6.00 for each additional certified copy of a birth certificate.

Records copied to a CD or DVD will be formatted subject to reimbursement for costs of recording medium.

Color copies or copies in a size other than letter or legal shall be reimbursed to actual costs.

Costs of certifying a record will be \$1.00.

Records may be furnished without charge or at a reduced charge, as determined by the City, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit.