

# Morton Grove Public Library Freedom of Information Request Form

Date: \_\_\_\_\_

Your name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Business name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

**Is this request for a commercial purpose:** \_\_\_yes \_\_\_no

(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.)

**Are you requesting a waiver of the photocopying fee** (if more than 50 pages): \_\_\_yes \_\_\_no

(If you are requesting that the library waive any fees for copying the documents, you must attach a statement explaining how your request is in the public interest and does not serve only your personal interest. The waiver is only available for non-commercial requests.)

**Preferred delivery method:**

\_\_\_e-mail (PDF) \_\_\_photocopy – pickup \_\_\_photocopy – mail \_\_\_in-library viewing

(The library reserves the right to provide documents in the most appropriate format, given the number and format of the original documents.)

Describe in as much detail as possible the records you are requesting:

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