Name of Requestor: ____________________________________________________________

Organization/Business/Agency Name: __________________________________________

Mailing Address: __________________________________________________________________________________

City/State/Zip: __________________________________________________________________________________

Phone Number: __________________ Fax: __________________

E-mail Address: __________________________________________________________________________________

Records Requested: Please provide as much detail as possible so the Vermilion County Conservation District can identify the information you are seeking. You may attach additional pages. Please print or type

____________________________________________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________________________________________

Please check the box that applies to your request:

____ I will examine the records at the District’s administrative offices. I understand I will be notified by mail, e-mail or telephone of the availability of records for my examination within five business days after the date of the receipt of the request. Upon such notification, I will call 217-442-1691 to schedule an appointment during regular business hours 8:00 am – 4:30 pm, Monday through Friday, except for legal holidays.

____ I would like the records reproduced and copies sent to me. I agree to pay the amount of the cost of reproduction, delivery, and certification prior to the copies being delivered. There is no charge for the first 50 pages of black & white, letter or legal sized copies. Additional copies are $.15 per page. For color or oversized copies, the actual cost of reproducing the records will be charged.

____ I would like to request certification of the photocopies. An additional $1.00 per document applies.

Is this request for Commercial Purpose? YES or 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. 5 ILCS 140.3.1(c)].

Requestor Signature __________________________________ Date __________________________

Cost: Photocopies (over 50 pages) # Copies _________ @ $ .15 = ___________

Certification # Copies _________ @ $1.00 = ___________

Color/Oversized/Other = ___________

Total = ___________

Please send completed form to: Jamie Pasquale, Freedom of Information Officer, Vermilion County Conservation District, 22296-A Henning Road, Danville, IL 61834; fax 217-442-1695 Attn: Jamie Pasquale; or e-mail to: jpasquale@vccd.org

The Vermilion County Conservation District will respond to Freedom of Information Act requests within five business days after the date of receipt of the request. Commercial requests will receive a response within 21 working days after receipt of the request.

Received by:

Signature __________________ Date __________________ Freedom of Information Officer __________________ Date __________________