

VILLAGE OF CARPENTERSVILLE

1200 L. W. Besinger Drive
Carpentersville, Illinois 60110

Village President
Ed Ritter

Village Clerk
Therese M. Wilde

Village Manager
Craig G. Anderson

Village Trustees
Keith Hinz
Paul Humpfer
Brad McFeggan
Patricia A. Schultz
Judith A. Sigwalt
Kay Teeter

WRITTEN REQUEST FOR INSPECTION OR COPYING OF PUBLIC RECORDS

1. Name of Person Making Request: _____
2. Address of Person Making Request: _____

3. Telephone Number of Person Making Request: _____
4. Email Address of Person Making Request: _____
5. Date of Request: _____
6. Is this request for commercial use? Yes _____ No _____

Describe in detail below the public records you are requesting and state whether you wish to inspect and/or copy such records. Also, please state whether such public records are to be certified.

The Village of Carpentersville will respond to the above request within five (5) working days from the above date unless one or more of the reasons for an extension of time provided in Section 3(d) of the Act are invoked by the Village.

Signature of Person Making Request

Received by:

- | | |
|--|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Village Clerk |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Finance |
| <input type="checkbox"/> Fire | <input type="checkbox"/> Information Technology |
| <input type="checkbox"/> Police | <input type="checkbox"/> Public Works |
| <input type="checkbox"/> Community Development | <input type="checkbox"/> Other _____ |