

FOIA Request

CITY OF MOUNT CARMEL FOIA REQUEST

Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.

Charge per copy...First 50 pages are free then the cost is .15 per sheet for black and white, letter or legal sized copies. Charge per Electronic formats... cost of material used will be charged.

Charge for Certification...\$1.00 (excluding Police Department and Library).

Supporting Documents

Hard Copy FOIA Request Form 59.11 KB

You must have JavaScript enabled to use this form.

Name of Public Body Receiving Request

Name of department this request is for.

Address of Public Body Receiving Request

You can obtain addresses of city buildings by going to resources and building locations on this website.

Date Requested

Name of Requester

Your first and last name

Street Address of Requester

Your Street Address

City of Requester

State of Requester - Select -

Zip Code of Requester

Telephone Number

Your phone number please include the Dashes

Email Address

Fax Number (Optional)

Records Requested

Include as much specific information as possible.

Do you want Paper copies or Electronic copies of the documents?

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☐ Electronic

☐ Paper

If you want Electronic Copies, in what format?

If you want Electronic Copies, in what format?

☐ Excel

☐ Word

☐ PDF

☐ Do not want electronic

Is this request for a Commercial Purpose?

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. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver?

Are you requesting a fee waiver?

☐ Yes

☐ No

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)).

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