



The Village of Sleepy Hollow, IL

One Thoroughbred Lane
Sleepy Hollow, IL 60118

Village President	847.426.9638	Village Clerk	847.428.2266
Village Hall	847.426.6700	Police Department	847.426.4425
Building Department	847.428.3388	FAX	847.426.4082

FREEDOM OF INFORMATION ACT (FOIA) REQUEST FORM

Name of Company: _____

Name of Individual: _____

Address: _____

Telephone #(s): _____ Fax #: _____

Email: _____

Description of requested records: _____

Commercial: _____ Copy: _____ Inspect: _____ Certify: _____

Signature of person making request: _____

The Village of Sleepy Hollow will respond to your request within five (5) working days from the date received. Commercial requests will be responded to within twenty-one (21) working days from the date received.

Fees: The first 50 copies are free; then \$.15 per letter or legal-sized black and white copy. For color or non-standard size copies, fees are at the actual Village cost to reproduce the records. Certification fee is \$1.00.

FOR OFFICE USE ONLY

Date and time received: _____ Date response due: _____

Response given on: _____ By: _____

Notes: _____