



FREEDOM OF INFORMATION ACT REQUEST FORM

Date of request: _____ Time: _____

Is this request for commercial purposes? _____ Yes _____ No

Name of Requestor (please print) _____

Address _____

City _____ State _____ Zip _____

Phone Number _____ Fax _____

Method of Receipt Pick-up _____ Fax _____ Email _____

Requestor signature _____

RECORDS REQUESTED – PLEASE BE SPECIFIC

(FOIA is a request for documents maintained by the public body. You must specify documentation requested)

The Village of Lansing provides this form as a convenience. Applicants may use this form or submit their own written request. Applicants choosing not to use this form must provide their full name, signature, current address, phone number, a detailed account of the documents requested and whether or not they are requesting the documents for commercial use. (Commercial use is a request to be used for the sale or resale or for solicitation or advertisement for services.) All fees, including postage for mailed request, must be paid prior to release of documents.

Black and white copies: First 50 pages free - .15 cents per page thereafter.

Village of Lansing Freedom of Information Act Officer, Vivian Payne (vpayne@villageoflansing.org)

Village Employee receiving request _____ Date _____

(Revised 6/2017)

Due Date of Responsive Documents : _____