

Village of New Berlin
301 E. Illinois, PO Box 357
New Berlin, IL 62670
Telephone: (217) 488-6312
Fax: (217) 488-2003

VILLAGE OF NEW BERLIN
REQUEST FOR RECORDS UNDER THE FREEDOM OF
INFORMATION ACT

Commercial Request means the use of any part of a public record in any form for sale, resale, or solicitation or advertisement for sales or services.

Is this a Commercial Request? Yes No

Name of Requester _____

Request is made on behalf of (self or name of business/organization)

Address _____ City/State/Zip _____
Phone _____ Email _____

In order to expedite the search for records, please describe as accurately and specifically as possible the records you are requesting.

Description of Records Requested:

Request is Made:

- To inspect the records described above.
 For a paper copy of the records described above.
 Please certify these documents. I agree to pay \$1.00 for each document certified.

Signature of person making this request

Date of Request