

VILLAGE OF CARPENTERSVILLE

1200 L. W. Besinger Drive
Carpentersville, Illinois 60110

Village President

John Skillman

Village Clerk

Kelly Mastera

Acting Village Manager

Marc P. Huber

Village Trustees

Jeff Frost

Paul Humpfer

Diane Lawrence

Kevin Rehberg

John O'Sullivan

Maria Vela

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 seven (7) reasons for an extension of time provided in Section 3 (d) of the Act are invoked by the Village.

Signature of Person Making Request

(FOR OFFICE USE ONLY – ROUTE TO VILLAGE MANAGER)

RECEIVED BY:

- Clerk
- Police
- Fire
- Finance
- Public Works and Engineering
- Administration
- Community Development
- Other _____