



**Due to reduced administrative staffing at Village Hall to mitigate the community spread of COVID-19, it is strongly encouraged that FOIA requests be emailed to the personnel below in lieu of fax, in person or mail. This will assist staff in fulfilling your request promptly.**

**WRITTEN REQUEST FOR INSPECTION OR COPYING OF PUBLIC RECORDS**

*In compliance with the Illinois Freedom of Information Act*

This original, signed FOIA form may be presented **in person, mailed, emailed or faxed** to the FOIA Officer at:

The Village of Glenview  
Lisa Goodwin  
2500 East Lake Avenue  
Glenview, IL 60026  
Phone: (847) 904-4370  
Fax: (847) 724-1518  
[lisag@glenview.il.us](mailto:lisag@glenview.il.us)

Glenview Police Department  
Lori Grandi  
2500 East Lake Avenue  
Glenview, IL 60026  
Phone: (847) 729-5000  
Fax: (847) 729-9489  
[lgrandi@glenview.il.us](mailto:lgrandi@glenview.il.us)

Date of request: \_\_\_\_\_  
Name of requestor: \_\_\_\_\_  
Address of requestor: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_  
Email address: \_\_\_\_\_

Describe in detail below the public records you are requesting (or attach a list). If the records relate to a specific address, please **include that address in your request below**.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you want copies of the documents?  Yes or  No  
If Yes, please indicate the following:  Electronic Copies or  Paper Copies  
If Electronic Copies, in what format? \_\_\_\_\_

Is this request for a Commercial Purpose?  Yes or  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?  Yes or  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)).*

The Village of Glenview 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 for in Section 3(d) of the Act are invoked by the Village.

Signature of requestor:   Rg   For David S. \_\_\_\_\_ Date: \_\_\_\_\_

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*(For Office Use Only)*

Authorization to inspect only: \_\_\_\_\_ Authorization to inspect and copy: \_\_\_\_\_  
Received by: \_\_\_\_\_ Date: \_\_\_\_\_

To Whom It May Concern:

Pursuant to the Illinois Freedom of Information Act., I hereby request the following records:

a copy of all declarations received from law enforcement agencies between 12/1/2023 and the date this request is processed that expressly affirm that ALPR information obtained shall not be used in a manner that violates subsection (b) of 625 ILCS 5/2-130.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 5 business days, as the statute requires.

Sincerely,

David S. (he/him/his)