

INC. VILLAGE OF ISLAND PARK
APPLICATION FOR INSPECTION AND/OR COPY OF PUBLIC RECORDS

NOTE: One form required for each record and such record must be described specifically. Copies are \$0.25 per page for normal size. A deposit may be required.

I hereby apply (check one line only)

_____ To inspect only

_____ To obtain a copy only

_____ To inspect and obtain a copy if the following record:

Signature

Name (print or type)

Address

Telephone Number

Date

Representing

NOTE: You will be notified within five (5) business days of approval or disapproval. If approved, you will be notified of the date and time when inspection may be made or copy picked up. If you have requested only inspection and you then desire to obtain a copy, a new form will be provided and additional time may be required to fulfill this request. If disapproved, the reason will be noted below. If there is a special urgency for inspection or copy, the reason should be indicated at the bottom. If you desire, you may make your own copy on the coin-operated machine in the Village Hall.

Approved

Date and Time for Inspection/Pick-up

Denied (for the following reason): _____

Authorized Signature

Title

Date

Reason for Special Urgency for Inspection/Copy: _____

NOTICE: YOU HAVE THE RIGHT TO APPEAL A DENIAL OF THIS APPLICATION IN WRITING TO THE VILLAGE BOARD. IF THE BOARD FURTHER DENIES SUCH ACCESS, THE REASONS WILL BE GIVEN TO YOU IN WRITING WITHIN TEN (10) BUSINESS DAYS OF YOUR LETTER.