



CITY FLAG
DESIGNED BY
FREDERICK L. LANGE
JULY 6TH 1964

City of Belleville, Illinois Freedom of Information Request Form

Name: _____

Address: _____

Telephone Number: _____

I, the undersigned, do hereby request to examine _____ and/or have copies made _____ (check appropriate blank) of records maintained by the City of Belleville which pertain to:

I have read and understand the fees set forth in the "Schedule of Duplication". Copies may be mailed to me via certified mail at a cost of \$4.42 for the first ounce and \$0.23 per each additional ounce. I also understand that all fees must be pre-paid. I do _____ do not _____ (check appropriate blank) want the copies mailed to me at the above listed address.

Signature

Date

The City of Belleville will respond to the above request within seven (7) working days from the date of receipt 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 City.

TO BE COMPLETED BY OFFICE

Date Request Rec'd.: _____

Cost: Copies _____

Certified Mail _____

Total Cost _____

Date Records either personally given _____ **or mailed** _____

Denied/Reason Why _____

Deferred/Reason Why _____

Employee Signature

Date

SCHEDULE FOR DUPLICATION OF PUBLIC RECORDS

GENERAL

(ALL DEPARTMENTS EXCEPT AS OTHERWISE LISTED BELOW)

COPYING	PER PAGE	\$0.25 (Or actual cost of reproduction)
CERTIFICATION	PER DOCUMENT	
	DEATH CERTIFICATE	\$10.00 FOR FIRST COPY \$4.00 FOR EACH ADDITIONAL
	BIRTH CERTIFICATE	\$8.00 FOR FIRST COPY \$2.00 FOR EACH ADDITIONAL
AUDIT REPORT	PER DOCUMENT	\$25.00
EXECUTIVE SUMMARY		
BUDGET	PER DOCUMENT	\$10.00

ECONOMIC DEVELOPMENT & PLANNING DEPARTMENT

COMPREHENSIVE PLAN	\$25.00
STREET GRAPHICS	\$ 7.00
ZONING	\$30.00
ZONING ATLAS	\$20.00
ZONING CERTIFICATES	\$10.00
SUBDIVISION CODE	\$15.00

PUBLIC SERVICES BUILDING

ORDINANCES:

ELECTRIC	\$7.00
FLOOD PLAIN	\$3.00
GAS, OIL AND SOLID FUEL	\$7.00
PLUMBING	\$7.00
STREET GRAPHICS	\$7.00
ZONING CODE	\$30.00

NATIONAL CODES:

2003 INTERNATIONAL BUILDING CODE	\$74.00
2003 INTERNATIONAL PROPERTY MAINT CODE	\$24.00
2005 NATIONAL ELECTRIC CODE	\$70.00
2002 NATIONAL FUEL GAS CODE	\$44.75
STATE OF ILLINOIS PLUMBING CODE	\$50.00
2003 INTERNATIONAL MECHANICAL CODE	\$58.00

POLICE DEPARTMENT

ACCIDENT REPORT (PER DOCUMENT)	\$ 5.00
RECORDS CHECK (PER DOCUMENT)	\$ 5.00
CRIME SCENE PICTURES 3 ½ x 5	\$ 0.65
4 x 6	\$ 0.80
5 x 7	\$ 3.00
8 x10	\$ 7.00
8 x 10 (COLOR)	\$ 7.50
669 OR 990 POLAROID	\$ 2.00
FINGERPRINTING	\$10.00
SEX OFFENDER LIST	\$ 5.00

ALL OF THE ABOVE POLICE DEPARTMENT RECORDS CAN ONLY BE OBTAINED BY THE PERSON INVOLVED AND MUST HAVE A PICTURE ID.

INSURANCE COMPANIES AND ATTORNEYS STILL PAY THE SAME AMOUNT.

SUBJECTS THAT HAVE BEEN ARRESTED CANNOT GET A REPORT. ONLY THE VICTIM OF THE CIRCUMSTANCE MAY OBTAIN A REPORT WITH PROPER ID. THE ARRESTED PARTY MAY OBTAIN THE REPORT THROUGH THEIR ATTORNEY WITH A COURT ORDER.