

**VILLAGE OF GREENUP**  
**FREEDOM OF INFORMATION REQUEST**  
To Be Completed By Requester

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

I, the undersigned, do hereby request to \_\_\_ examine and/or \_\_\_ copy (check appropriate blank) those records maintained by the Village of Greenup which pertain to:  
(Please specify department and records sought.)

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

I understand that (1) copies of the first fifty (50) pages are free; that (2) pages fifty-one (51) and all thereafter are \$.15 per page; that (3) the certification fee is \$1.00 per document and that (4) copies of the document requested may be mailed to me via certified mail at \$2.80 plus any and all applicable postage. I also understand that all fees must be prepaid.

I do \_\_\_ do not \_\_\_ want the copies mailed to me at the above listed address.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The Village of Greenup will respond to the above request within five (5) business days from the date of receipt 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. The Village of Greenup will then have five (5) business days to respond to your request. You will be notified of the reason(s) for the delay and the date by which the records will be available.

**To Be Completed by FOIA Officer**

Date Request Received \_\_\_\_\_ Date Notified of Extension \_\_\_\_\_

Search Began: \_\_\_\_\_ Search Ended \_\_\_\_\_

Total Length of Search \_\_\_\_\_

Cost: Copies: \_\_\_\_\_ Certification: \_\_\_\_\_

Total Cost \_\_\_\_\_ Certified Mail: \_\_\_\_\_

Records: Personally Given \_\_\_\_\_ Mailed Date: \_\_\_\_\_

Denied/Reason Why \_\_\_\_\_

Deferred/Reason Why \_\_\_\_\_

\_\_\_\_\_  
FOIA Officer

\_\_\_\_\_  
Date