Mary Jo Pemberton
City Clerk

City of Mt. Vernon
1100 Main PO Box 1708
Mt. Vernon, IL 62864
cityclerk@mtvernon.com

618-242-5000
FAX 618-242-6867
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FREEDOM OF INFORMATION ACT REQUEST

To: Mary Jo Pemberton City Clerk
FOIA Officer
1100 Main Street, PO Box 1708
Mt. Vernon, IL 62864
cityclerk@mtvernon.com

From: _____
_____
_____
Phone: _____
Email: _____

Description of Requested Record(s): _____
_____
_____
_____

Please indicate if you wish to inspect the above captioned records or wish to receive a copy:

_____Inspection _____Copy ($.15 per page *after first 50 pages*) _____Both

Do you wish to have the copies certified? _____

I am not seeking the above captioned record for the purpose of furthering a commercial enterprise.

_____
Signature of Requestor

_____
Date

FOR OFFICE USE ONLY

_____ _____
Date Received *Date Response Due*

Records Made Available? _____ *Copies Made?* _____ *Number of Copies* _____ *Fee $*_____

Request Denied? _____ *Why?* _____
_____
_____

_____
Initial *Date*