

VILLAGE OF RIVER FOREST
FREEDOM OF INFORMATION ACT REQUEST

Requests are required to be filled within 5 business days or 21 business days for commercial requests, unless an extension is requested in writing.

Date Requested: _____ Name _____

Request Submitted By: ___ E-mail ___ U.S. Mail ___ Fax ___ In Person

Street Address: _____

City/State/Zip: _____ Phone # _____

Fax: _____ E-mail: _____

Records Requested: Provide as much specific detail as possible so the Village can identify the information that you are seeking. You may attach additional pages, if necessary.

Do you want to inspect the documents? YES _____ or NO _____

Do you want copies of the documents? YES _____ or NO _____

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)).

The first 50 copies of black and white, letter and legal are free, copies beyond that are \$.15 a copy for letter and legal.

***Note to Requester: Please retain a copy of this request for your files.*

FOR OFFICE USE ONLY:

DATE RECEIVED: _____ DATE RESPONSE DUE: _____