



**REQUEST FOR PUBLIC RECORD**

Freedom of Information Act, Authority: 5 ILCS 140, et seq.

**PLEASE COMPLETE THE FOLLOWING INFORMATION:**

**Requestor's Name:** \_\_\_\_\_  
(LAST) (FIRST) (M.I.) (CO. Represented)

**Requestor's Address:** \_\_\_\_\_  
(STREET) (CITY/STATE) (ZIP)

**Requestor's Phone No:** \_\_\_\_\_  
(AREA CODE/PHONE NUMBER YOU CAN BE REACHED MONDAY THROUGH FRIDAY, 8:30 A.M. TO 5:00 P.M.)

**Requestor's Fax No:** \_\_\_\_\_

**Requestor's Email Address:** \_\_\_\_\_

**Format:**     **Email** (e.g. PDF, Excel, Word, etc.)     **Electronic** (e.g. CD/Rom, Diskette etc.)     **USPS Standard Mail**

**Inspect Records at Township Office**     **Obtain Hard Copy of Records**     **Certification**

**Comments:** \_\_\_\_\_

**PLEASE ALLOW FIVE (5) BUSINESS DAYS TO PROCESS ALL REQUESTS**

<b>INFORMATION REQUESTED</b>	
<small>(Please be specific with your request)</small>	
<b>Describe Item Requested:</b>	_____
	_____
	_____
	_____
<b>Date(s) of Occurrence:</b>	_____
<b>Purpose</b> (e.g. commercial):	_____
	_____

**The first 50 pages of a black-and-white document will be free of charge. All subsequent pages will be charged at 15 cents per page. Color copies will be charged at the actual cost of reproducing color copies. A record requiring certification will be charged at \$1.00 per record.**

**INFORMATION RECEIVED:** \_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_ (DATE)

(SIGN)

A FOIA request can be made for any Township record. Common items requested are:

- |                           |                |                      |
|---------------------------|----------------|----------------------|
| ~Operating Budget         | ~Proclamations | ~Employee Roster     |
| ~Current Financial Report | ~Ordinances    | ~Public Notices      |
| ~Ordinances               | ~Resolutions   | ~Account Vendor List |