

VILLAGE OF



EST. 1892

# LA GRANGE PARK

## Freedom of Information Act Request Form – For Mail- In or In Person Requests Only

To submit a FOIA request electronically, please visit our website at [www.lagrangepark.org](http://www.lagrangepark.org) to access the online FOIA form.

Date of Request: \_\_\_\_\_ Time: \_\_\_\_\_ Due Date: \_\_\_\_\_

To: Freedom of Information Act Officer/ Phone: 708-354-0225  
447 N. Catherine Avenue, La Grange Park, Illinois 60526

From: \_\_\_\_\_  
Name \_\_\_\_\_ Email \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_

Please be as specific as possible, describing in detail the record(s) or material you are requesting. Furnish names, dates and incidents when possible. Use reverse side of application if more room is needed.

I request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this request being made for a commercial purpose? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please indicate how you would like to obtain the above referenced record(s) (choose one):

\_\_\_\_\_ Inspection of Record(s) Only \_\_\_\_\_ Mail copy to address \_\_\_\_\_ Pick-up at Village Hall \_\_\_\_\_ Electronic Copy

I certify that the information provided in this request is true and accurate to the best of my knowledge and understand that this request will be reviewed and processed in accordance with the Illinois Freedom of Information Act.

\_\_\_\_\_  
*SIGNATURE OF REQUESTOR*

-----OFFICE USE ONLY BELOW THIS LINE-----

I received this request on \_\_\_\_\_. I have reviewed the request and I order that:

\_\_\_\_\_ Request approved, locate records, notify requestor when and where to view/obtain copies as per the request.  
\_\_\_\_\_ Request denied for the following reason(s):

Notify requestor, giving reason for denial and advise of the right to appeal my decision. A copying charge of \$0.15 per page will be charged after the first fifty (50) black/ white copied pages.

Total number of pages: \_\_\_\_\_ Total fee due: \_\_\_\_\_

\_\_\_\_\_  
Signature of Freedom of Information Act Officer