FREEDOM OF INFORMATION ACT (FOIA) REQUEST FORM

Pam Torres
Fire Department FOIA Officer
Village of Oak Lawn
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Oak Lawn, IL 60453
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DATE:_____

FOIA #2017:_____

This is a request for information under the Illinois Freedom of Information Act, 5 ILCS 140/1, *et seq.* I request that a copy of the following documents or documents containing the following information be provided me:

_____

_____

_____

_____

Choose one:

☐ Inspect documents in person. ☐ Copies of documents: First 50 copies are free then $0.15 per page 5 ILCS 140/6.

☐ Yes ☐ No I am willing to pay fees for this request up to a maximum of $_____. If more than this limit, inform me first.

☐ This is a commercial request. The Village must produce this request within a reasonable period considering the size and complexity of the request up to 21 business days.

Any attempt to procure a public record for a commercial purpose without disclosing that the use is for a commercial purpose constitutes a violation of the Act warranting a fine.

Name:_____ Company:_____

Address:_____

Telephone:_____ Fax:_____

Email:_____

Received by:_____ FOIA #2017:_____

Forward to (Department):_____ Completion Date:_____

FOIA COMPLETION: **NOTE: All copy fees must be paid in full before the requested information is released.**

Requestor Contacted:_____ Copy Fees:_____

Sent by US Mail:_____ Email:_____

Faxed:_____ Received in person:_____

COMPLETED BY:_____

FOR VILLAGE USE ONLY – FOIA REQUEST RESPONSE

NOTE: Must be responded to within 5 or 21 business days of date the request was received by the Village.

FOIA Notes:

Please include all pertinent information such as dates, tracking information, letters, receipts, emails and completion details: