



★ Committed to Excellence ★

9981 Canterbury Street, Westchester, Illinois 60154
 (708) 450-2700 Fax (708) 450-2718

Request for Records under the Illinois Freedom of Information Act (FOIA)

Form to be submitted to a District 92½ FOIA Officer

Date Requested _____

Name of Requester (please print) _____

Name of Company (if applicable) _____

City / State / Zip _____

Phone Number _____

Email (optional) _____

Fax (optional) _____

I hereby request permission to inspect or receive copies of the following public records:
 (Please describe the documents/records requested, being as specific as possible.)

Record Description	Check if you are requesting:		
	Inspection	Copy	Electronic Copy

Is the request for a commercial purpose? Yes No

Are you requesting a fee waiver? Yes No

You must attach a statement of the purpose of the request if requesting a fee waiver.

For Office Use Only

Date Request Received	By (District 92½ FOIA Officer)
Delivery Mode (Personal Delivery, U.S. Mail, Fax, Email)	Deadline for Response
Date Response Issued	By (District 92½ FOIA Officer)