



## City of Northlake

### Illinois Freedom of Information Act Request

(This form is optional. Request may be made in writing personally, by delivery, mail, fax, e-mail or other means)

1. Name: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_
4. Date of Request: \_\_\_\_\_
5. Is request for commercial purposes: Yes / No (circle one)

It is a violation of the Freedom of Information Act for a person to knowingly obtain public records for commercial purposes without disclosing that it is for a commercial purpose.)

6. Are you requesting a fee waiver? Yes / No (circle one)

If yes, state reason: \_\_\_\_\_

7. Describe in detail the public records you are requesting and state whether you wish to inspect and/or copy such records. If you wish to receive the records in a specific electronic format, please describe:

\_\_\_\_\_

\_\_\_\_\_

The City of Northlake will respond to the above request within 5 working days from the above date unless one or more of the 7 reasons for an extension of time provided for in section 3(E) of the Act are invoked by the city.

Signature of person making request: \_\_\_\_\_

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For Office use only:

For Completion by FOIA Officer:

Date response time expires: \_\_\_\_\_

Copy of request and attachments filed: \_\_\_\_\_

Date Created: \_\_\_\_\_