WILMETTE PARK DISTRICT
FREEDOM OF INFORMATION ACT (FOIA) REQUEST FORM

Received by: ____________________________ Date Received: ________________
   FOIA Officer (or his or her designee)
   Comply By: ____________________________
   Five (5) Business Days

Requester Name: ____________________________ Day Telephone: ________________

Address: ____________________________ Email: ____________________________

Records Requested: (Please refer to catalogue)

I request: (Please Check)

☐ To inspect these records.
☐ Copies of the following records: ______________________________________

(If requesting copies of all records listed above, state “all”.) I agree to pay the following copying charges:

  (a) Black and white, letter or legal size copies: There is no charge for providing the initial 50 pages, after which the cost will be $.15 per page.

  (b) Color or Irregular Sized Copies: The fee for color or irregular sized copies shall be the actual cost incurred by the Park District for reproducing the records.

  (c) Certification of document: The fee for certification of a document shall be $1.00.

  (d) Records in Electronic Format: The fee charged for producing records in an electronic format shall be the actual cost incurred by the Park District for purchasing the recording medium.

☐ Certified copies of the following records: ______________________________________

   I agree to pay $1.00 for each document certified, independent of charge for copying.


__________________________________________
Signature of Requester

__________________________________________
(FOR PARK DISTRICT OFFICE USE ONLY)

Date Complied with: ____________________________ No. of copies made: ____________________________

Time taken to fill: ____________________________ Cost: ____________________________

Reason for extension (if applicable): ______________________________________

__________________________________________
__________________________________________

FOIA Officer: ____________________________, Wilmette Park District
   (or his or her designee)
FOIA Officer #1
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