



PHOENIX PARK DISTRICT

155th STREET & 9th AVENUE
PO BOX 1555 PHOENIX, IL 60426
Phone (708)339-8443

REQUEST FOR RECORDS IN ACCORDANCE WITH THE FREEDOM OF INFORMATION ACT

YES WE CAN ! FCHOG

Requestor's Name: _____ Date: _____

Address: _____

City/State/Zip: _____

Phone: _____

I am requesting the following public records to: [CHECK APPROPRIATE BOX or BOXES]

Copy

Inspect

Certify

INFORMATION REQUESTED (Please describe the information/record you are requesting. Please use as much detail as possible):

Will this material be used for commercial purposes? Yes _____ No _____

"Commercial purpose" means the use of any part of a public record or records, or information derived from public record, in any form for sale, resale, or solicitation or advertisement for sales or service. It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for the commercial purpose.

Signature of Requestor

The first 50 black & white letter pages are free one side. The charge will be \$0.15 per copy (each side) thereafter. Certification of documents is an additional \$2.00 (per certified page). Computer records (\$0.75/CD; \$1.00/DVD)

A response to your request will be made within seven (7) working days of the receipt of this request.

INFORMATION RECEIVED:

Date: _____

By: _____

Print Name

Signature

Number of Photocopies: _____

Total Cost: _____

Photocopying Fees: _____

Certified Fees: _____

Form of Payment: _____

Please mail back to address above or email to foia@phoenixparkdistrict.com

For Office Use Only

Request taken: _____

Date: _____ Time: _____

Information given by: _____

Date: _____ Time: _____

Additional time requested by: _____

Date: _____ Time: _____

Denial sent by: _____

Date: _____ Time: _____

Given to / Sent to: _____

Date: _____ Time: _____