

VILLAGE OF LOMBARD
REQUEST FOR PUBLIC RECORDS

IF RETURNED VIA FACSIMILE

FAX TO: (630) 620-8222

Note: When you submit a FOIA request, your information becomes public record

TO: JANET DOWNER
FOIA OFFICER

FROM: _____

NAME

VILLAGE OF LOMBARD
AGENCY

ADDRESS

255 E. WILSON AVENUE
ADDRESS

CITY/STATE/ZIP

LOMBARD, ILLINOIS 60148
CITY, STATE AND ZIP CODE

TELEPHONE

FAX

FAX: 630-620-8222

EMAIL ADDRESS

IS THIS REQUEST FOR COMMERCIAL PURPOSES (sales, solicitation or advertisements)? YES _____ NO _____
Note: It is a violation of the Freedom of Information Act to knowingly obtain a public record for commercial purposes without disclosing that it is for commercial purposes.

PURSUANT TO THE FREEDOM OF INFORMATION ACT, I REQUEST THE FOLLOWING RECORDS: (Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary)

_____ INSPECTION _____ COPY _____ CERTIFIED COPY
VILLAGE OF LOMBARD COPIES ARE .15 PER PAGE LETTER SIZE, (OVER 50 COPIES)
\$3.00 FOR PLATS OR MAPS, \$1.00 EACH FOR CERTIFICATION, ACTUAL COST FOR ELECTRONIC FORMAT MEDIA, PAYABLE IN ADVANCE. IF THE COPY WORK MUST BE DONE BY AN ENTITY OTHER THAN THE VILLAGE DUE TO THE NUMBER OR NATURE OF THE OF THE COPIES REQUESTED, THE VENDOR'S ACTUAL COST FOR SAID COPYING SHALL BE CHARGED.

DATE

SIGNATURE

FOR OFFICE USE ONLY

RECEIVED

RESPONSE DUE

DATE PROVIDED

NOTES:

COMPLETED BY: