



Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151

Village Hall: 815-827-3309

Fax: 815-827-4040

Website: <http://www.villageofmaplepark.com>

FREEDOM OF INFORMATION ACT REQUEST FORM

NOTE: Please fill out this form legibly, as the information will be used to respond to your request. An illegible request or contact information may result in the delay or denial of your request.

TO: Village Clerk
Village of Maple Park
302 Willow Street, P.O. Box 220
Maple Park, IL 60151
(815) 827-3309 – phone
(815) 827-4040 – fax
eppeerboom@villageofmaplepark.com

FROM: Name: _____
Address: _____
Phone: _____

RECORDS REQUESTED (Please be specific):

(Use attachment if additional space is needed for description)

CHECK WHICH OF THE FOLLOWING APPLY:

- I will inspect these records at the office of the Village Clerk. I realize that personal access is available only by appointment and only during regular business hours of the Village, Monday through Friday, excepting legal holidays.
- I request copies of the foregoing records, in their original form, and agree to pay all copying costs. I further agree to retrieve said copies from the office of the Village Clerk, during normal business hours, or I will make payment for postage or other delivery charges, if I wish these records to be delivered to me.

ARE RECORDS TO BE USED FOR A COMMERCIAL PURPOSE*

- YES NO

*It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for commercial purposes without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c).

There is no charge for copies of the first 50 8.5 x 11 inch pages. A fee of fifteen cents (15¢) per 8.5 x 11 inch page or actual cost of other reproduction may be charged.

Unless otherwise notified, your request for public records will be complied with within five (5) working days after its receipt. Response to commercial requests are within twenty one (21) days.

Signature

Date

FOR VILLAGE USE ONLY			
Date Request Received	Date Response Due	Total Charges	Date Documents Copied or Inspected