

VILLAGE OF EVERGREEN PARK
9418 S. Kedzie Avenue
Evergreen Park, Illinois 60805

FREEDOM OF INFO (FOIA) REQUEST

Note to Requester: This form is designated to provide you with helpful guidance on how to submit a FOIA request to the Village of Evergreen Park. You do not need to use this form. You may submit a FOIA request in any written format that you choose. Retain a copy of this request for your files. If you need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.*

Request submitted to: FOIA OFFICERS – Catherine T. Aparo, Village Clerk
Kimberly Cericola, Deputy Clerk
PHONE: 708-422-1551 FAX: (708) 422-7818 E-mail: epadm1@hotmail.com

Date Requested: _____ Time _____

Request Submitted By: ___ E-mail ___ U.S. Mail ___ Fax ___ In Person

Name of Requester: _____
Company Name: _____
Street Address: _____
City/State/County Zip (required): _____
Telephone (Optional): E-mail (Optional): _____
Fax (Optional): _____

Records Requested: *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.

Do you want copies of the documents? () YES or () NO
--Do you want Electronic Copies (if available) or Paper Copies? () Electronic () Paper
--If you want Electronic Copies (if available), in what format? _____

Is this request for a Commercial Purpose? () YES or () NO

(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 a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver? () YES or () NO

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)).

For office use only

Received by: _____ FOIA NO. EP 2010- _____
Date: _____ Time: _____ Forwarded to (Dept) _____
Returned (Date) _____

NOTE: Must be responded to within (5) working days of received date above.