

# FOIA - FREEDOM OF INFORMATION

**DAVID A. GONZALEZ, MAYOR**

**City of Chicago Heights, 1601 Chicago Road, Chicago Heights, IL 60411**

**708.756.5304 / Fax: 708.756.5310 / Monday-Friday 8:30 am-5:00 pm**

Note to Requester: Retain a copy of this request for your files.

If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.

## REQUEST FOR RECORDS UNDER THE FREEDOM OF INFORMATION ACT

### PRINT

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE: HOME \_\_\_\_\_ OFFICE \_\_\_\_\_ MOBILE \_\_\_\_\_

EMAIL ADDRESS (PRINT) \_\_\_\_\_

DATE OF REQUEST \_\_\_\_\_ FAX \_\_\_\_\_

Records Requested: \*Provide as much specific detail as possible so the public body can identify the information that you are seeking. In order to expedite the search for records, please be specific. You may attach additional pages, if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please indicate if you wish to review material or require copies. A \$.15 per page copying charge is permitted under the ILCS after the initial first **50** pages. The City of Chicago Heights will respond to this request within **five (5)** working days.

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

(Please be advised that 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)).

#### FOR OFFICE USE ONLY

Date & Time Received: \_\_\_/\_\_\_/\_\_\_ at \_\_\_\_\_ by \_\_\_\_\_

Submitted By: E-mail \_\_\_\_\_ Fax \_\_\_\_\_ In Person \_\_\_\_\_ Mail \_\_\_\_\_

#### TO BE COMPLETED BY FOIA OFFICER

Sent To: \_\_\_\_\_ Date / Time: \_\_\_\_\_

Date to Respond or Comply with Request \_\_\_/\_\_\_/\_\_\_

**June 13, 2022**