



Village of River Forest Freedom of Information Act Request

Requests are required to be filled within 5 business days or 21 business days for commercial requests, unless an extension is requested in writing.

Date Requested: _____ Name: _____

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

Street Address: _____

City/State/Zip: _____ Phone No. _____

Fax: _____ E-Mail: _____

Records Requested: *Provide as much specific detail as possible so the Village can identify the information that you are seeking. You may attach additional pages, if necessary.*

Is this request 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 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)).

The first 50 copies of black and white, letter and legal are free, copies beyond that are \$0.15 per copy for letter and legal.

*****Note to Requester: Please retain a copy of this request for your files.***

FOIA submissions can be emailed to FOIA@vrf.us.

FOR OFFICE USE ONLY:

Date Received: _____ Date Response Due: _____