



Village of River Forest  
Freedom of Information Act Request

Please submit  
Police related  
requests to  
[pdfwia@vrf.us](mailto:pdfwia@vrf.us)

**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](mailto:FOIA@vrf.us).

**FOR OFFICE USE ONLY:**

Date Received: \_\_\_\_\_ Date Response Due: \_\_\_\_\_

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