



PLAINFIELD PARK DISTRICT
FREEDOM OF INFORMATION REQUEST FORM
23729 West Ottawa Street, Plainfield, Illinois 60544
Telephone: (815)436-8812 Fax: (815)436-8935
Email: foia@plfdparks.org

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

Name of Requester: _____

Street Address: _____

City/State/County Zip (required): _____

Telephone (Optional): _____ E-mail (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 or Paper Copies? _____

--If you want Electronic Copies, 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)).

****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.****

Signature of Person Making the Request

Date

The Park District will respond to the request within five (5) working days from the date received unless a reason for a time extension as found in 5 ILCS 140/3(d) is invoked by the Park District

Accepted on Behalf of the Park District by:

Freedom of Information Act Officer

Date Received