



CHICAGO HEIGHTS PARK DISTRICT

FOIA REQUEST FORM

Date Requested: _____

Request submitted by: _____ E-mail _____ U.S. Mail _____ Fax _____ In person

Name of Requestor: _____

Street Address: _____

City/State/Zip: _____

Telephone: _____ E-mail: _____

Records Requested: Provide as much specific detail as possible to assist us to identify the information that you are requesting. You may use the back of this form or attach additional pages, if necessary.

Do you want copies of 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 FOIA for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for Commercial purpose, if requested to do so by a public body. 5ILCS 140.3.1(c).)

Are you requesting a fee waiver? Yes or No

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

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 5ILCS 140/3(d) is invoked by the Park District.