



City of Northlake

Illinois Freedom of Information Act Request

(This form is optional. Request may be made in writing personally, by delivery, mail, fax, e-mail or other means)

1. Name: _____
2. Address: _____
3. Telephone Number: (_____) _____ - _____
4. Date of Request: _____
5. Is request for commercial purposes: Yes / No (circle one)

It is a violation of the Freedom of Information Act for a person to knowingly obtain public records for commercial purposes without disclosing that it is for a commercial purpose.)

6. Are you requesting a fee waiver? Yes / No (circle one)

If yes, state reason: _____

7. Describe in detail the public records you are requesting and state whether you wish to inspect and/or copy such records. If you wish to receive the records in a specific electronic format, please describe:

The City of Northlake will respond to the above request within 5 working days from the above date unless one or more of the 7 reasons for an extension of time provided for in section 3(E) of the Act are invoked by the city.

Signature of person making request: _____

For Office use only:

For Completion by FOIA Officer:

Date response time expires: _____

Copy of request and attachments filed: _____

Date Created: _____